

**Mid South Educational Research Association
Minutes
Fall Board Meeting
November 6, 2007
Hot Springs, AR**

Members Present: Bill Spencer, Harry Bowman, Jack Klotz, Mary Jane Bradley, JoAnna Dickey, David Morse, Rob Kennedy, Claribel Torres, Gail Hughes, Sherry Shaw, Kevin Walker, Linda Kondrick, Larry Daniel, Dana Thames, Dianne Swain, Donna Herring, Randy Parker, Julie Holmes, Cliff Hofwolt, Paige Baggett, Eddie Shaw, Gahan Bailey, Linda Morse, Rebecca Giles, Patrick Kariuki

Welcome—Bill Spencer

President Bill Spencer called the meeting to order at 3:00 CST. He welcomed everyone and thanked all for attending.

Minutes—Donna Herring

The minutes of the spring 2007 board meeting were submitted by secretary, Donna Herring. No revisions were recommended. The minutes were approved as submitted.

Vice-President/President Elect—Randy Parker

Randy reported that he is chair of the distinguished awards committee. He and his committee have been revising the operations manual. He announced that the spring board meeting would be on February 1-2, 2008 at the Crown Plaza in downtown Knoxville. Randy asked for suggestions for encouraging old members to get involved in MSERA as well as ways to get new members. He also asked for suggestions for a keynote speaker for the 2008 conference.

Executive Director's Report—Cliff Hofwolt

Cliff submitted the Executive Director's Report which showed that 195 members and non-members registered for the 2007 conference. The current membership is 518. Cliff is working on the following items: 1) Negotiating a contract with the Hilton Hotel for the 2009 conference in Baton Rouge, 2) Working with Go-Design to tweak the online proposal submission, 3) Working with the tax accountant to complete the tax returns for 2004, 2005, and 2006, 4) Reviewing the hotel contract for the 2010 conference in Mobile, and 5) Compiling a total membership database for the 21st Century membership.

Cliff reported that the opening balance at the beginning of 2007 was \$30,032.63 and the balance as of November 5, 2007 was \$51,878.53. He also noted out that MSERA has approximately \$40,000 in a trust fund. Cliff pointed out that MSERA is better financially than in years past. MSERA paid \$3,000 for the custom developed conference program software.

Alabama Representative—Rebecca Giles

Rebecca reported that she is expecting a good representation of Alabama members at the conference. She has had several members propose that the conference be held in Alabama during the 2010 open year.

Past President—Gahan Bailey

Gahan discussed information regarding conference possibilities in Mobile, Alabama for 2010. They are proposing two hotels in the historic downtown area: The Battle House and Riverview Plaza Hotel. Both hotels are Marriott

properties. She suggested that we use the breakout rooms in the Riverview Plaza Hotel and use The Battle House for some of the meals/events. Gahan and Eddie have negotiated a package with sleeping rooms at both hotels. The 2008 rates have been guaranteed with approximately \$129 at the Riverview Plaza Hotel and approximately \$159 at The Battle House. The hotels are two blocks apart. This would give members the choice of staying at a more expensive, historic hotel. A Hampton Inn is under construction across from these hotels.

Arkansas Representative—Linda Kondrick

Linda reported that she had revised the tri-fold brochure and had distributed them within her university. She also sent an electronic copy to board members, the membership committee, and to Arkansas members. She felt that her efforts were successful since the hotel room block filled a week before the deadline date. She polled the Arkansas members for the top things to do and top places to eat in Hot Springs. The list was compiled and will be in the registration packets. Linda submitted a detailed report which was included in the packet.

Kentucky Representative—JoAnna Dickey

JoAnna reported that she obtained a list of Kentucky members from Cliff. She sent email to the member list regarding the 2007 conference. The response was good and she expects good attendance from her state. JoAnna submitted a detailed report which was included in the packet.

Louisiana Representative—Betty Porter

Betty was not present for the meeting. Randy reported that she has connections with the future site committee and is working with contacts on the proposal for the 2009 meeting.

Mississippi Representative—Dana Thames

Dana secured mailing labels and mailed approximately 900 packets of MSERA information. She made contacts to various Mississippi universities to secure funds to support MSERA events. She received contributions from Mississippi State University, University of Mississippi, and Southern Mississippi. The funds exceeded \$3,000. Dana's report was included in the packet.

Tennessee Representative—Patrick Kariuki

Patrick was not present at this time. He submitted a report which is included in the packet.

At-Large Representative—Eddie Shaw

Eddie sent letters to Deans and Department Chairs of traditionally African American institutions encouraging faculty members to submit proposals for the 2007 conference. He would like to expand the list to cover the entire MSERA area. Eddie asked members to send him names of traditionally African American institutions in their respective states.

At-Large Representative—Julie Holmes

Julie reported that she is encouraging membership from new faculty members. She invited all to attend the LERA conference in February. She has been working with Linda on local arrangements.

At-Large Representative—Gloria Swain

Gloria reported that she compiled a list of college and universities in the MSERA states plus Florida and Georgia. She sent email to private

institutions in an attempt to increase membership from that sector. Gloria distributed a handout detailing her efforts.

At-Large Representative—Jack Klotz

Jack reported that he shared information about MSERA with the Board of Directors/Arkansas Professors of Educational Administration. He also talked with the UCA College of Education Dean regarding institutional membership. Jack has spoken to all educational leadership graduate students about MSERA and has encouraged them to join MSERA and attend the conference. He sent the electronic flyer to all COE faculty and nominated a graduate student for the Graduate Student Representative position on the MSERA Board of Directors. Jack submitted a detailed report that was included in the packet.

SDE/LDE Representative—Laura Boudreaux Pitre

Laura was not present for the meeting.

Graduate Student Representative—Kevin Walker

President Spencer welcomed Kevin Walker to the committee and discussed problems regarding the difficulty of finding graduate students to serve in the position of Graduate Student Representative. He offered ideas and asked for discussion. Several suggestions were offered. Sherri Shaw agreed to develop a proposal to be presented at the spring 2008 board meeting.

MSER Foundation—Rob Kennedy

Rob distributed the minutes from the 2006 Fall MSER Foundation meeting. He pointed out that the foundation board of directors decided to provide up to \$1,000 to graduate students who apply to and are accepted for presentation by Research in Progress. He noted that six applications were received this year.

Archives—David Morse

David distributed a report from the Archives Committee. The archives are held in the Mississippi State University Mitchell Memorial Library. He noted that symposiums, displays, and training sessions typically have a lower rate of submitting papers or handouts for the archives. He commended the presiders for doing an excellent job collecting papers and handouts from the concurrent sessions.

Budget Advisory—Gahan Bailey/Cliff Hofwolt

Cliff distributed the report from the Budget Advisory Committee. Attached to the report was a spreadsheet showing the expenditures and income since 1997, excluding 2002. He stated that registration was down last year but, due to the institutional memberships and generous contributions from institutions, we have a positive balance of \$8,320.24. In addition, the money market fund managed by MSERF is nearly \$40,000.

Constitution and Bylaws—Harry Bowman

Harry reported that there were no proposed revisions to the constitution and bylaws.

Development—Lawrence Leonard (Laurie)

Laurie was not present at this meeting. He submitted a report which was included in the packet. President Spencer informed the board members that Laurie would not be able to continue in his role as Development Committee Chair. Bill asked members to forward suggestions for replacing Laurie to President Elect Randy Parker. President Spencer commended Laurie on his outstanding work for MSERA. Cliff pointed out that we had \$10,400 in institutional memberships for 2008 and that he expects this to increase.

Distinguished Awards—Randy Parker

Randy reported that there were 4 nominations for the McClean award and 4 nominations for the Handley award. The awards will be presented at the Thursday evening business meeting. Randy proposed three recommendations: 1) To reduce the time between paper submission and paper acceptance by the program chair, 2) To send accepted papers electronically instead of mail, and 3) To ask all board members to solicit applicants for the awards. Randy submitted a detailed report which was included in the packet.

Evaluation—Eddie Shaw and Julie Holmes

Eddie reported that there is a presider table set up with folders for each presider. He asked that everyone complete an individual conference evaluation in order to better plan for future conferences. He also reinforced the need for presiders to obtain papers from each presenter.

Future Site—Patrick Kariuki/Susan Santoli

Patrick commended the future site committee for an excellent job. The committee has selected the Hilton Hotel in Baton Rouge as the site for the 2009 Annual Meeting and has forwarded the recommendation to Cliff and Bill. Patrick submitted a report from the Future Site Committee which was included in the packet. It details possible locations for 2010, 2011, and 2012.

Graduate Student Advisory—Sherry Shaw/Michelle Haj-Boussard

Sherry reported that Michelle worked very hard to get door prizes for the graduate meetings. She thanked the foundation for their support and efforts to make this a reality. Sherry submitted a report from the Graduate Student Advisory Committee which was included in the packet. The report details the recommendations for 2008.

Growth and Expansion—Larry Daniel

Larry stated that the committee from last year has no additional report. He also reported that a resolution was passed to allow non-member states to submit proposals for future conference sites.

Local Arrangements—Linda Kondrick

Linda submitted a report from the Local Arrangements Committee. The report was included in the packet. Linda discussed the details of the report which included: 1) Banquet Event Orders, 2) Audio-visual Equipment, 3) Internet Access, 4) Conference Signage, 5) Welcome Packets, 6) Convention Centre Marquee, and 7) Poster Session Set-ups. Julie unveiled the session room signs and the permanent MSERA welcome sign. Julie will keep the welcome sign for use at future conferences. Julie recognized the convention center staff and thanked them for their help in stuffing the conference bags.

Knoxville Arrangements—Chris Skinner and Gary Skolits (Randy Parker substitute)

Randy thanked Cliff for his help with the arrangements for the Spring Board meeting. The meeting is scheduled for February 1-2, 2008 in Knoxville. Knoxville will be spotlighted at the Thursday evening business meeting and portions of a DVD will be played. Randy announced that a display about the Knoxville conference will be placed in the lobby during the conference.

Membership—Paige Baggett/James Kirylo

Paige stated that the email version of the flyer was a great resource. It was disseminated at AERA as well as in her college.

MSERA Mentors—Linda Morse

Linda submitted a report from the Mentors Committee. The report was included in the packet. Linda reported that the committee is in the process of updating the mentors list. She announced that Pearson Publishing had sent books to be used as door prizes at the Mentor Sessions.

Nominations—Gahan Bailey

Gahan submitted a report from the Nominations Committee. The report was included in the packet. Gahan stated that she was pleased that many had accepted nominations to run for office in MSERA. The ballots are prepared and ready for the business meeting on Thursday evening.

Proceedings—John Petry

John was not present for the meeting but he submitted a report. Bill summarized notes from John. The proceedings will be corrected soon after the conference. John noted that there was a large variation in the length of the abstracts and that we might look at ways of setting standards for uniformity.

2007 Program—Gail Hughes/Linda Kondrick

Gail thanked Cliff for handling the database and for overseeing the development of the new proposal system. She noted that some parts of the system still need tweaking. Gail pointed out that posting to the website as soon as acceptance letters went out enabled corrections to be identified quickly and fixed prior to publication. Gail thanked David, Lynn, and Mary Jane for their assistance. Gail submitted a report from the Program Committee which was included in the packet. Gail commended Alabama for having the most number of presentations (52), as well as Mississippi (41), Louisiana (34), Arkansas (30), and Tennessee (30). Kentucky had 13 presentations, Georgia 3, and Illinois 3. Gail prepared one page handouts of daily session schedules that can be picked up at the desk each day.

Research in the Schools—Larry Daniel/Tony Onwuegbuzie

Larry distributed a report from his committee. He recognized Claire, Gail, Tony, and Nicholas for their work throughout the year. He thanked David for his assistance with the web information. He also thanked Cliff for paying the bills in a timely manner. Larry stated that we have signed licensing agreements with PROQUEST and EBSCO pending approval of the board at the spring 2008 meeting. He also shared that *Research in the Schools* is once again being indexed by ERIC. Larry announced that Dr. John Slate will be filling the Co-editor position that he is vacating.

Publications & Communications—Rob Kennedy/Tom Lucey

Rob distributed a report from the Publications and Communications committee. The report contained a plan for completing the five-year term of Larry and Claire. A motion was made to accept the plan and seconded. After discussion, an amendment to the motion was made to include that the plan did not incur additional expenses for MSERA. The amendment was seconded. The vote carried unanimously.

Researcher—Lynn Howerton/Mary Jane Bradley

Mary Jane distributed a revised report from the *Researcher* editors. The report detailed: 1) Costs of the *Researcher*, 2) Production Planning Calendar, and 3) Contributor Responsibilities and Deadlines. Mary Jane thanked everyone for their contributions. She explained that an increase in postage, a delay in the program information, and an increase in cost for the graphic designer made the cost of the *Researcher* exceed \$5,000. Bill thanked everyone for their work on the fine publications of MSERA. He emphasized

that the publications are the face that the outside world sees us through and reflects the outstanding work done by the organization.

LERA Liaison—Randy Parker

Randy announced that LERA is February 28-29, 2008 in Lafayette, LA. LERA flyers will be available during this conference. He reported that several LERA board members are also active members of MSERA and that some LERA members are working with the MSERA future site committee on the Baton Rouge proposal. Randy also shared that LERA has an award member for SIG at AERA.

Website—David Morse

David referred to the previously distributed handout which contained a report for the MSERA website. David noted that the MSER Foundation pays the hosting fee and domain registration fee for the website. He reported that the online submissions went up this year. David shared that we have the special issue on mixed methods research posted for RITS and that it has been a very successful link. David requested that the timelines developed by Mary Jane and Lynn go into the MSERA operations manual and that it include the website. He also suggested that the proceedings be made available on the web prior to the conference.

The meeting was adjourned by President Bill Spencer at 5:35 pm CST.