

**Mid South Educational Research Association  
The Austin Hotel  
Hot Springs, AR  
April 27-28, 2007  
Spring Board Meeting Minutes**

**Members Present:** Randy Parker, Betty Porter, Julie Holmes, Linda Kondrick, Sherry Shaw, David Morse, Donna Herring, Larry Daniel, Claribel Torres, Dana Thames, Eddie Shaw, Dianne Swann, JoAnna Dickey, Gail Hughes, Rob Kennedy, Lynn Howerton, Gahan Bailey, Harry Bowman, Cliff Hofwolt, and Bill Spencer.

**Welcome—Bill Spencer**

The meeting was called to order by President Bill Spencer at 3 o'clock. He welcomed everyone to the spring meeting and thanked all for attending. An email from John Petry expressing his regrets for not being able to attend was read to the group. President Spencer asked members to introduce themselves and share their MSERA roles and responsibilities.

**Review of Minutes from Fall, 2006—Donna Herring**

The minutes of the Fall, 2006 Board Meeting were submitted by Linda Kondrick, former secretary of MSERA. All suggested revisions were made by Donna Herring, present secretary of MSERA. The revisions to the minutes are as follows: 1) Change of date to November 7<sup>th</sup>, 2006, 2) Change of balance in Executive Director's Report to \$40, 844.95, and 3) Change in Program Proposal Electronic Submission to "electronic form for reviewers is under consideration." The final copy of the revised minutes was e-mailed to President Bill Spencer on May 4<sup>th</sup>, 2007 for distribution to board members. These minutes, according to the by laws, are now accepted.

**President's Comments—Bill Spencer**

President Bill Spencer expressed that we are later than usual with the spring meeting but that he is looking forward to working with all. He made positive comments regarding the site for the 2007 conference.

**Past President's Comments—Gahan Bailey**

Past President Gahan Bailey thanked everyone for their support for all years, especially for this past year in Birmingham. She felt that the

conference in Birmingham was very successful with a great turnout. She expressed that she is looking forward to the future and she hopes to get more members actively involved.

#### **Vice-President Elect—Randy Parker**

Vice-President Randy Parker thanked all for their vote of confidence. He is working with the Executive Committee to review the Operations Manual. He will be asking all board members to review their respective section(s) of the Operations Manual and send him any revisions, additions, or corrections. His goal is to complete the process by June 30, 2007. Randy is also contacting individuals to serve on the awards committee. He invited board members to participate as well. Randy would like to have at least 2 reviewers from each member state. He will be working with the awards committee, program chair, and executive director to ensure a smooth review process and appropriate recognitions of all award winners.

#### **Executive Director's Report—Cliff Hofwolt**

Cliff Hofwolt announced that 327 members and non-members registered for the Birmingham conference and that the current membership is 475. He sent out membership updates to all members who did not register for the Birmingham Conference.

Cliff gave a summary of the financial status for the previous year. The opening balance was \$33,155.80 followed by an income of \$46,791.92 for a total income as of December 30, 2006 of \$79,947.72. Expenses thru December 31, 2006 were \$44,777.77 which left a balance of \$35,169.95. He noted that we gained \$2014.15 from last year. Funds managed by MSERF for MSERA total \$39,443.22 and is "held in trust." He expressed that we are in good shape financially.

Cliff complimented Laurie for a great job obtaining the Institutional Memberships. Cliff changed the membership spreadsheets to a FileMaker Pro database. He gave all board members a copy of the 2007 *Invitation for Membership* form.

Cliff has negotiated a contract with the Crown Plaza Hotel for the Knoxville 2008 conference. He is presently working to identify a local arrangements person for the Knoxville conference.

Cliff stated that all bills were paid and deposits made in a timely manner. Cliff is preparing income tax returns for 2004, 2005, and 2006 in order to keep a non-profit status. Gahan Bailey made a motion that the executive director be given the authority to seek out a tax accountant in order to prepare the MSERA taxes. The motion was seconded by Randy Parker. All approved. Bill suggested that the same person do the annual audit as well as taxes. Harry suggested an annual review be conducted instead of an audit.

Cliff presented a document of Specifications for Planning an Annual Meeting of MSERA. The plan included a time frame for when the annual meeting would be held, the structure of the annual meeting, and the need for breakout rooms and ballrooms. Bill suggested that the specifications be used to check a future site for appropriateness. Cliff will be able to work with the committee to help with selection of future sites.

Cliff shared that the current Operations Manual does not have a set of procedures in place should the president or executive director die. Cliff is developing a plan that would provide appropriate MSERA board members access to the necessary information and electronic files in order to maintain continuity.

#### **Alabama Rep—Rebecca Giles**

Rebecca Giles was not present. She did not have a report to submit.

#### **Arkansas Rep—Linda Kondrick**

Linda Kondrick shared that the Arkansas delegation can hopefully offer assistance at the registration table. They will also compile a favorites list of "must dos in Hot Springs" for conference participants. They will continue the tradition of having an Arkansas delegation luncheon. Linda will update the trifold handout.

#### **Kentucky Representative—JoAnna Dickey**

JoAnna Dickey reported that she is trying to get a list of members from Kentucky and will ask members to submit proposals. She had questions on how to get institutional memberships. Bill suggested that the state representative be notified when institution membership letters are sent. This would enable the state representative to make follow-up contacts.

**Louisiana Rep—Betty Porter**

Betty Porter stated that she is checking the member list to see who is not active and is working to increase membership in her state. She is also checking on institutional memberships.

**Mississippi Rep—Dana Thames**

Dana Thames reported that she is asking higher learning at her university to sponsor memberships for graduate students. They are considering giving student memberships as an award. She is also working on more institutional memberships.

**Tennessee Rep—Patrick Kariuki**

Patrick Kariuki was not present. He did not have a report to submit.

**At-Large—Eddie Shaw**

Eddie Shaw shared that he has compiled a list of traditionally black institutions of higher learning in Alabama and is planning to send a letter prior to time for proposal submissions. He would like to encourage additional involvement for minority institutions to participate. He asked that any board members with similar institutions in their state can send appropriate information to him and he will include in his mailing.

**At-Large—Julie Holmes**

Julie Holmes reported that she will use information from the 2007 conference evaluations in an attempt to make this year even better. She is encouraging membership from new faculty in her university.

**At-Large—Diane Swann (Richardson)**

Diane Swann is also asking organizations at her university to sponsor graduate memberships as an award.

**At-Large—Jack Klotz**

Jack Klotz was not present. He submitted a report that was included the packet.

**SDE/LDE Rep—Laura Boudreaux Pitre**

Laura Boudreaux Pitre was not present. She will make a report in fall.

### **Graduate Student Representative**

President Spencer asked board members to submit suggestions for anyone that could serve in this capacity.

### **MSER Foundation—Rob Kennedy**

Rob Kennedy shared the Fall, 2006 minutes of the MSER Foundation meeting. He discussed the options for using the \$1,000 contribution to MSERA that had been used for graduate student and new member activities. He stated that the Board decided to provide up to \$1,000 to graduate students who apply and are accepted for presentation by Research in Progress. He outlined the process that would be followed. The process is documented in the Fall, 2006 MSER Foundation meeting minutes. He stated that the MSERA Website will continue to be supported up to the amount of \$250 per year if requested by David Morse. The Board will also continue to recognize contributors to MSERF in the membership issue of *The MSERA Researcher* and include a message of appreciation from the board in the program issue.

### **Archives—David Morse**

David Morse reported that the archives of the organization are held in the Mississippi State University Mitchell Memorial Library, special collections department. He said the archives holdings of publications are pretty much complete. He asked that session presiders should continue to collect copies of papers and handouts for archives. He asked for suggestions on how to get materials from symposiums, displays, and training sessions. Bill suggested that we might take digital pictures of display sessions for archives. David stated that the MSERA history is missing submissions covering the reigns of former presidents for 1997, 2001, 2004, 2005, and 2006. He asked for help in filling these gaps.

### **Budget Advisory—Gahan Bailey/Cliff Hofwolt**

Gahan Bailey and Cliff Hofwolt provided The MSERA budget analysis. Cliff pointed out that in 2003, the Institutional Memberships kicked in. He also stated that at some point, we transferred surplus money to the foundation to manage. We will do that again when our balance becomes large. He reported that publications cost were high last year due to sending publications to 2005 and 2006 member lists. Cliff pointed out several

trends from yearly figures. It is now possible to track expenses on a yearly basis.

Randy Parker made a motion to adjourn the meeting at 4:55. Dana Thames seconded the motion. All approved.

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**Saturday, April 28, 2007**

The meeting reconvened at 8:10 while hotel staff delivered a continental breakfast.

**Constitution and Bylaws—Harry Bowman**

Harry Bowman had no proposed changes to constitution and bylaws.

**Development—Lawrence Leonard (Laurie)**

Laurie Lenard was not present. He submitted a report that was included in the packet. A total of 41 institutional memberships were purchased and 3 others were pledged but not completed.

**Distinguished Awards—Randy Parker**

Randy Parker stated that they are planning to give both awards this year. He has collected information on reviewers who have served on this committee before. He has contacted some and plans to contact others to see if they will serve again. He would like to have at least 2 reviewers from each state. He asked that board members encourage colleagues to submit proposals.

**Evaluation—Eddie Shaw & Julie Holmes**

Eddie Shaw and Julie Holmes provided a report of the Evaluation Data from the 2006 Birmingham Annual Meeting. They had a total of 141 evaluations completed. The report contained Summary Statistics, Session Evaluations, Session Attendance, and Use of Equipment, along with a summary of comments. Eddie pointed out specific likes, sessions to extend, things disliked, sessions to reduce, plus other suggestions.

**Future Site—Patrick Kariuki & Susan Santoli**

Patrick Kariuki & Susan Santoli were not present. A report was submitted and included in the packet. President Bill Spencer led a discussion of the

future site selection proposal. He suggested that Louisiana (possibly New Orleans) be considered for the 2009 meeting. Gahan and Eddie will check into possibilities for Alabama hosting the conference in 2010, while Dana will check for Mississippi possibilities for 2010. A motion was made to accept the Future Site Selection Proposal. The motion was seconded. The proposal was accepted by unanimous vote.

#### **Graduate Student Advisory—Sherry Shaw & Michelle Haj-Boussard**

Sherry Shaw provided a report from the 2006 Annual Meeting. She reported that a co-chair was added to the committee and that they have recruited 9 students to participate on the committee. She shared that they had 5 submissions for RIP in 2005 and none in 2006. They reported that approximately 30 student members attended the social and breakfast. Sherry thanked board members for attending the social and breakfast and for their support for the graduate students. She discussed the possibility of undergraduate students presenting their research. She suggested that the name might need to change to reflect both undergraduate and graduate students.

#### **Growth and Expansion—Larry Daniel**

Larry Daniel reported that we have adequate information on MSERA participation by states outside the region. Georgia and Florida routinely have a number of participating active members and sessions presented. Larry presented concerns regarding the expansion of the MSERA region. He stated that there is clearly some interest in other states affiliating with MSERA. Larry recommended that we pick one state at a time to see how the expansion affects the conference. Eddie suggested we get feedback via the evaluation form to see how members felt about adding states to our region. Gahan suggested that we let one of the states host the conference on an open year to see what the interest is. Linda Kondrick made a motion to allow non-member states to submit a proposal to host the conference during open years. Gahan seconded. Motion passed unanimously.

#### **Local Arrangements—Linda Kondrick**

Linda Kondrick discussed the meeting space for next year and noted that some rooms will be upstairs. She stated that there is not a business center on site and that the contract does not specify which rooms we will be using. Linda thought that we should use all rooms on 2<sup>nd</sup> floor and 2 parlor rooms

upstairs. The convention center will provide information about Hot Springs for the conference participant's packet. Bill asked if the conference rate will apply on Monday night. Linda agreed to check. Rob noted that you can get a ticket for driving and talking on the cell phone in Hot Springs.

**Membership—Paige Baggett and James Kirylo**

Paige Baggett and James Kirylo were not present.

**MSERA Mentors—Linda Morse**

Linda Morse was not present. Bill shared a report from Linda. She is continuing to work on plans.

**Nominations—Gahan Bailey**

Gahan Bailey stated that there are 5 nominees for at-large representatives. She would like to have 6 to 8 nominees and therefore needs 3 additional nominees. She also expressed a need for nominations for the SDE position and asked that nominations be sent to her.

**Proceedings—John Petry**

John Petry was not present. He will report on proceedings in the fall.

**Publications & Communications—Rob Kennedy & Tom Lucey**

Rob Kennedy provided a report. Rob discussed questions regarding ProQuest and EBSCO licensing agreements. Discussion was postponed for Larry Daniel to address later on the agenda.

**Website—David Morse**

David Morse stated that the 2007 Call for Papers has been posted to the website. He doesn't have a link for online submissions at this point. The RITS special issue on mixed-methods has been posted for downloads on both sites. He discussed several challenges for web-based communications.

**RESEARCH IN THE SCHOOLS—Larry Daniel & Tony Onwuegbuzie**

Larry Daniel provided a report. He stated that there had been a good flow of manuscripts. The Index has been updated through Fall 2006. The site has a counter and has been visited about 50 times in 2 weeks. He expressed appreciation to David and Cliff for their help with RITS. Larry noted that the editorial board has grown. He stated that we have about 15 library

subscriptions of the journal and requested that board members ask their library to subscribe. He has communicated with ProQuest and EBSCO and requested that the board act on these agreements. Diane made a motion to approve the agreements as requested by Larry. The motion was seconded. The motion carried by a unanimous vote.

#### **Researcher—Lynn Howerton & Mary Jane Bradley**

Lynn Howerton shared a report from *The Researcher* editors. He noted that the February 2007 issue of *The Researcher* re-appeared in 8-page format. Approximately 650 copies were printed. Lynn expects that the publication cost for this year will probably remain about the same. He shared a table of contributor responsibilities and deadlines for *The Researcher*.

#### **LERA Liaison—Randy Parker**

Randy Parker attended the LERA annual meeting in March where he recruited LERA members for Hot Springs. He felt that he had a very positive response from the meeting.

#### **Exhibits & Vendors—Julie Holmes**

Julie Holmes stated that she doesn't think we have space for exhibits and vendors at the Austin Hotel. She asked for board members to send any info about prospective vendors and/or information they receive at other conferences. Julie is contacting various book companies requesting complimentary books for the conference.

#### **2007 Program—Gail Hughes & Linda Kondrick**

Gail Hughes gave a report regarding the program. She stated that the call for papers and session chairs went out in the February issue of *The Researcher* and is on the MSERA website. The proposal deadline is June 29, 2007. She thanked Cliff for chairing the Technology Committee and undertaking the role of developing a new proposal system. Gail provided an overview of the program and asked board members to review the program outline and offer ideas, suggestions, or any needed changes. Gahan suggested that information regarding the RIP be added to the Call for Papers. It was also suggested that a session be scheduled for the RIP presentations.

### **Proposal Submission Software Update—Clifford Hofwolt**

Cliff Hofwolt reported that the list serve for current members will be re-established next week. He stated that the new software should be finished by end of next week. A link will be established between MESRA and MESRA.net. The new software will send automatic email to the primary author confirming that the proposal has been submitted. It will also assign an ID number for reference purposes. The software will be used for reviewers and for scheduling. It was suggested that we may need to ask Tom Wallace to take down the old proposal submission site since Google still pulls it up.

### **Other Business Items**

Eddie suggested that board members bring gift baskets in addition to state representatives.

Randy thanked Bill and Cliff for working on plans for future sites. He asked if there is a signed contract with Crown Plaza in Knoxville. Cliff responded that it was signed and sealed. Randy made a motion that we meet in Knoxville in 2008 and asked the executive director to proceed. The motion was seconded. The motion received a unanimous vote.

Bill thanked everyone for a wonderful meeting and declared the meeting adjourned at 11:05.