

**Mid South Educational Research Association
Minutes
Spring Board Meeting
February 1-2, 2008
Knoxville, TN**

February 1, 2008

Members Present: Randy Parker, Bill Spencer, JoAnna Dickey, Linda Kondrick, Dana Thames, Donna Herring, Julie Holmes, Cliff Hofwolt, Eddie Shaw, Patrick Kariuki, Charles Notar, Linda Boswell, Gary Skolits, Chris Skinner, Betty Porter

Welcome—Randy Parker

President Randy Parker called the meeting to order at 3:10 EST. He welcomed everyone to the meeting and asked members to introduce themselves. He provided an overview of the weekend events, locations, and times.

Minutes—Donna Herring

The minutes of the Fall 2007 Board Meeting and Fall 2007 Business Meeting were submitted by secretary, Donna Herring. Minutes were reviewed by board members present. No revisions were recommended. Motions were made separately to accept minutes from each meeting. The minutes from both meetings were approved as submitted. Randy reminded members that elected members of the board were the voting members.

President's Comments—Randy Parker

Randy reiterated how important it is to work together to conduct the work of the organization and provide the framework for producing a quality experience for our annual conference.

Past President's Comments—Bill Spencer

Bill thanked everyone who worked with him last year, especially Randy who supported and helped him. He also thanked all for their thoughts and prayers and announced that his last report was good.

Vice-President/President Elect—Dana Thames

Dana expressed her appreciation for the opportunity to serve the organization and looks forward to supporting Randy in his role as President.

Executive Director's Report—Cliff Hofwolt

Cliff submitted the Executive Director's Report which showed an opening checking account balance from 2006 of \$30,032.63. Total Income for the year was \$35,530.71 and Total Expenses were \$34,496.50, which leaves a profit of \$1,034.21 for the year. He noted that he collected some funds from last year and reported a checking account balance of \$41,319.33. He also noted that MSERA has approximately \$40,000 in a trust fund. Cliff pointed out that MSERA has approximately \$80,000 and is in good shape financially.

Budget Advisory—Bill Spencer/Cliff Hofwolt

Cliff distributed a Budget Analysis which compared conference budgets for the past 10 years and pointed out that we began making money in 2001. He specifically noted the Institutional Memberships for the past two years and shared that we have not raised our dues and conference registration in 10 years. He commended Linda for exceptional work in keeping the cost of the Arkansas conference low. He reported that 269 of the 279 members attended the conference and that 295 others did not renew their membership. Cliff

expressed the need to get our membership back up and discussed plans for contacting past members and encouraging them to join again. He reported that we have contracts in place for the Hilton, Baton Rouge for 2009 conference and Mobile for 2010 conference. Randy commended Patrick and Susan for their diligent work on the future sites committee.

Alabama Representative—Rebecca Giles

Rebecca could not attend the meeting.

Arkansas Representative—Linda Kondrick

Linda reported that she has revised the tri-fold brochure and has a draft. Once proofed will she will send to membership committee and to Cliff to distribute. She distributes an electronic copy to all Arkansas members and will make sure all state reps have a copy to distribute as well. Cliff and Linda indicated that state reps should receive the tri-fold within the week. She also sends hard copies to Arkansas members.

Kentucky Representative—JoAnna Dickey

JoAnna reported that last year she emailed information to institutional members. She received responses regarding the website not being updated in a timely manner. Cliff stated that the website should be able to accept proposals no later than April 1, 2008. That will provide 3 months for proposals to be submitted.

Mississippi Representative—Dana Thames

Dana reported that the executive committee will meet and name a Mississippi representative replacement. She sent out packets, including the tri-fold brochure and a call for proposal, last year after the spring board meeting. She found that to be very helpful and discussed how sending the information early enabled attendees to seek funding early.

Tennessee Representative—Patrick Kariuki

Patrick distributed a report describing his activities. He is inviting as many people as possible to come to Knoxville. He is contacting research professors in the colleges that are not usually represented at MSERA and asking them to participate. He is also recruiting students from his research classes. Chris expects us to draw from UT graduates. He suggested promoting poster session more and suggested that poster sessions be in high traffic areas. Eddie suggested that Friday could be a large poster session starting around 10:30.

At-Large Representative—Eddie Shaw

Eddie reported that he will send brochures, letters, and emails about the conference to Alabama institutions.

At-Large Representative—Julie Holmes

Julie distributed a report outlining her goals for the year. She plans to develop a MSERA display to use at LERA to encourage attendance in Knoxville.

At-Large Representative—Gloria Swain

Gloria was not able to travel to the meeting.

At-Large Representative—David Bell

David was not present for the meeting.

SDE/LDE Representative—Linda Boswell

Randy welcomed Linda to the board. She asked for ideas and suggestions.

Graduate Student Representative—Kevin Walker

Kevin was not present for the meeting.

MSER Foundation—Rob Kennedy

Rob was not present for the meeting but sent the minutes of the 2007 Fall MSER Foundation Board meeting. Randy noted that Gahan, Dana, Cliff, Bill and Chris attended the meeting. Dana, Bill, and Cliff gave a brief overview of the function of the MSER Foundation. It was suggested that the reference to the MSER Luncheon in the program be replaced with MSER Foundation Board

Meeting Luncheon. This would make it clear that the luncheon is for MSER Foundation Board members only.

Archives—David Morse

David was not present for the meeting.

Constitution and Bylaws—Harry Bowman

Harry was not present for the meeting. Randy reported that there were no changes.

Future Site—Patrick Kariuki/Susan Santoli

Patrick would like to involve JoAnna in selecting future site possibilities for a Kentucky 2012 conference. He stated that he is looking forward to planning a conference in Kentucky.

Local Arrangements—Chris Skinner/Gary Skolits

Chris asked for suggestions and ideas from others. Cliff distributed a breakdown on cost of special events from last year.

Randy asked for input on selecting a keynote speaker for the upcoming conference. The motion was made and carried to recess at 5:00 pm EST and reconvene on Saturday morning at 8:30 am EST.

February 2, 2008

The meeting was reconvened at 8:40 EST.

Distinguished Awards—Dana Thames

Dana will be putting together a committee for the distinguished awards. Randy asked for suggestions for getting more proposals and interest in the Outstanding Paper and Outstanding Dissertation awards. Dana suggested that a flyer be sent or information emailed to graduate studies offices to give more visibility for these awards. Charley suggested that the proposal process include an option to note that the proposal is also being submitted for an award. Linda suggested that the process for reviewing proposals submitted for an award be streamlined.

Graduate Student Advisory—Michelle Haj-Boussard/Pam Broadston

Michelle and Pam were not present for the meeting. A report was included in the packet.

Evaluation—Eddie Shaw and Julie Holmes

Eddie distributed a report and discussed the items. Several ideas were discussed for moving the awards ceremony to another time. It was suggested that we leave the awards at the same time this year but have a question on the 2008 conference evaluation to get feedback regarding the best time for the awards presentation.

2008 Program/Online Submission—Linda Kondrick/Cliff Hofwolt

Cliff provided a comprehensive demonstration of the new online submission software. Members asked questions and provided feedback on the software. Randy thanked Cliff for the demonstration and for his dedicated work in ensuring the system meets the needs of MSERA. Cliff will work to have the system ready no later than April 1, 2008. Linda suggested that in future years, the online submissions system be open by the time the February Researcher goes out. Randy expressed his appreciation for the collaboration and support from members for improving the system.

Development—Charles Notar

Charley asked for suggestions regarding letters and emails to deans. Cliff discouraged the use of emails with deans. Charley will send out letters in the Spring for 2009 Institutional membership.

Membership—Paige Baggett/Rebecca Robichaux

Paige and Rebecca were not present. They are working with Linda on the tri-fold brochure.

MSERA Mentors—Linda Morse

Linda was not present. She will work with local arrangements for scheduling rooms.

Proceedings—John Petry

John was not present. He and Loraine Allen are working to get the proceedings on the website.

Website—David Morse

David was not present for the meeting.

2008 Program—Linda Kondrick

Linda asked about the policy for "no shows". A policy does not appear to be in place. Cliff pointed out that attendees were limited to two proposals.

Nominations—Bill Spencer

Bill provided a report. There is a call for nominations in the February *Researcher*. Bill will ask the nominations committee to suggest a slate of officers that will be presented at the November conference. Descriptions of duties for each office are in the operations manual.

Louisiana Representative—Betty Porter

Betty distributed a report. She reported that they are ready to move forward with future conferences in Louisiana. She plans to make contacts in an effort to get membership up in the state.

Publications & Communications—Rob Kennedy

Rob was not present for the meeting.

Research in the Schools—Tony Onwuegbuzie/John Slate

Tony and John were not present for the meeting. The editorship has been switched to Sam Houston University in Texas for the remaining year of the five year contract. Bill suggested that the board give Randy the directive to seek editors for the next five years and to work with Rob to publish guidelines on the web and send out an announcement/call for interest. Tony and John are preparing issues 1 and 2 for 2008. The board will need to make a decision at the November meeting for the next five years. Linda noted that this procedure is normal since the original five year contract is ending.

Researcher—Lynn Howerton/Mary Jane Bradley

Lynn and Mary Jane were not present for the meeting. Their report, along with responsibilities and deadlines, was included in the packet. Julie took pictures in their absence. Cliff suggested that we acknowledge Arkansas State for their contributions to the *Researcher*. This is the ten year anniversary of the *Researcher*.

LERA Liaison—Randy Parker

L.E.R.A. was discussed earlier. Information was provided in Betty's report.

Exhibits & Vendors—Julie Holmes

Julie provided a report. Interest from vendors is normally low. Space for vendors may be an issue. This issue of vendors sponsoring events was discussed. Since vendors typically want time to present their product, Cliff suggested that the program chair determine if space is available to accommodate the needs of the vendor. Vendor prospects/proposals should be to Julie by July 1, 2008.

Other Business Items—Randy Parker

--Randy announced that Christie Buchannon will lead a tour of the conference facilities immediately following this meeting

--Randy asked for suggestions for the key note speaker.

--Julie suggested that an area be set up to distribute information on becoming a MSERA committee member.

She is willing to organize this area.

--Donna asked for a table for attendees registering on-site to fill out forms.

--Eddie asked for a table for the evaluation committee

A motion was made to adjourn. The motion carried and the meeting was adjourned at 11:10 am EST.