

2013 Annual Tidewater Chapter EXCOM Meeting Minutes

Call to Order

The meeting was called to order at 5:02 pm on 3/21/2013 in Solomons, MD.

Attendance

Mike Wilberg, Len Machut (via phone), Cory Janiak, Jacob Boyd, Stephanie McInerny, Ron Klauda, Bob Murphy, John Cooper, Jessica Thompson, Danielle Zaveta (UMD), and Chad Smith.

Meeting Minutes

Mike motioned to accept the minutes from the meeting on January 24, 2013. **Cory** seconded. Approved by unanimous vote.

Modifications to the Agenda

No modifications to the agenda.

Annual Meeting Update – Mike Wilberg

Everything should be set for this year's annual meeting. **Mike** wanted to thank everyone for their help organizing the meeting especially Danielle and the UMD student subunit. 93 registered so far. CBL's spring break is not the same as many of the other schools in the area but hoping this didn't hinder people from attending. **Mike** provided an estimated budget breakdown for the meeting. Looks like we will be \$750 in the black based on current numbers. The donation from MD Sea Grant allowed for the student registration price to be lower than in the past and paid for student awards. Also received a nice donation from VEMCO (company that manufacturers telemetry devices) which will pay for the student mentor lunch. **Stephanie** offered support to Mike when filling out the MD Grant report. Other costs for the meeting included food and drinks along with room rental because there wasn't any other conference room in the area that would be big enough to hold the meeting.

Nominating Committee – Len Machut

Len introduced the incoming President-Elect as Jessica Thompson. Jessica is a professor at Christopher Newport University (CNU) in Newport News, VA. **Jessica** introduced herself and is excited to be hosting the meeting next year at CNU. CNU has been improving the facilities and campus in recent years and should be able to host the entire meeting at CNU at no cost. **Jessica** wants to increase the undergraduate participation next year since they have a big undergrad constituent at CNU and they should be willing to assist her in organizing the meeting.

The EXCOM welcomed her and are excited for next year's meeting.

Treasurer's Report – Stephanie McInerny

Checking: \$12,854.99
Mutual Fund: \$ 1,302.53
Total: \$14,157.52

Stephanie presented the Treasurer's report and reviewed some new items not covered in the Treasurer's report from January. A total of \$59.85 was paid to the Treasurer to reimburse Formsite registration costs for the Annual Meeting at \$19.95 per month for 3 months. Stephanie had to put this expense on her debit card but the Chapter now has its own debit card so this shouldn't be a problem in the future. The Chapter finally received the reimbursement check for \$569.00 for Chapter dues paid through the AFS Parent Society. Also received a dues rebate check (\$57.60) from AFS Parent Society. 2012 taxes have been filed using the e-postcard. The e-postcard is very simple to fill out and requires the current president's address. If we gross under \$50,000 then an e-postcard is all we need to file.

Mike made a motion to accept the Treasurer's report. **Bob** seconded. Approved by unanimous vote.

Newsletter Update – Cory Janiak

Cory expressed that she is enjoying putting together the newsletter and asked the EXCOM if the timing of the issues is okay. She tries to send out one newsletter in January/February and then a second one in early summer to work around field season for most people. Seems to be getting positive feedback. **Stephanie** suggested trying to keep the first newsletter in January because the call for awards nominations goes out in that issue. Since the Chapter meetings are typically in March, there isn't much time for nominations if the newsletter gets pushed too far into February.

Website Update

Chad hit traffic and wasn't able to make the meeting but **Jacob** expressed that he has been doing a good job on the website and is always prompt to post new material when provided to him. **Stephanie** provided PDF copies of all the EXCOM meeting minutes and they have been put on the website. **Chad showed up to the meeting a little later.

Members-at-Large

Paul Rudershausen (NC) and Kevin Spanik (VA) were not able to attend the meeting.

Bob has spent a lot of time getting the word out about the current annual meeting and working on expanding membership.

Awards

Ron reminded the EXCOM that Dr. Kent Mountford wanted to give a quick presentation after accepting his award. **Ron** will put together some text to advertise throughout the day about the awards during the business meeting and the talk by Kent.

There were four applications for the Eileen Setzler-Hamilton Award but was narrowed down to two great candidates and it is always very difficult to select just one winner. The candidates were very close and **Ron** asked the EXCOM about giving a first and second place award this year. **Stephanie** thought there would be enough money to give a second place award at half the amount. The EXCOM was very supportive of giving a second place award and like to give extra money when available to our members.

The EXCOM agreed with a first place award (\$500) and a second place award (\$250).

Three judges have been lined up to judge student presentations. Two judges volunteered for student posters but one more may be needed. **Stephanie** volunteered to help judge posters.

Ron and **Stephanie** discussed the current plaque that is given to the Outgoing President and how the plaques had changed about seven years ago from a gavel plaque to a signed certificate plaque. Since the Chapter is in good financial standing, **Stephanie** suggested purchasing gavel plaques for the presidents that didn't receive one and Ron liked the idea and can get a gavel plaque for about \$84/piece. So for about \$600, we can show our appreciation to our past presidents by upgrading their plaque and then present gavel plaques from now on. The EXCOM liked the idea. It might be nice to try and do a small presentation during the next meeting to present the new plaques or at least try and do a presentation during a meeting in their state if they can't make it out of state. **Ron** and **Stephanie** will work on the plaques and make sure the names are correct and put their service years. **Len** suggested putting their three years of service on the plaque.

Action Item for Ron and Stephanie: Order gavel plaques for past presidents.

Action Items (Table attached)

Only the bylaw revision was discussed as this meeting.

- Action Item: Revise Chapter Bylaws.
 - **Stephanie** made recommended revisions to the bylaws and sent them to the EXCOM at the end of January. Comments were to be back by the end of February. Returned comments were combined and provided to the EXCOM for this meeting. Minor changes and wording from the Southern Division and AFS Parent Society bylaws were added to make the Chapter bylaws more clear. **Stephanie** quickly reviewed all minor revisions and then changes concerning specifics to the election process were presented one at a time.
 - The EXCOM will not be voting on the final revision at this meeting but will be coming to an agreement on what to present to the Chapter's membership. The decision made by the EXCOM may be presented to the membership to get their feedback before a formal vote, if necessary.
 - **Stephanie** still needs to incorporate student subunit information put together by Danielle and Cory.
 - **Len** suggested the Chapter needs to be consistent when defining "Officers" in the bylaws and on the website. The Officers page on the website currently lists the Webmaster and Newsletter editor as Officers when they are not defined as such in the bylaws.

- **Danielle** reminded the EXCOM that the Procedural Manual should be updated to reflect the changes in the bylaws. **Stephanie** mentioned that the Procedural Manual is a fluid document that is used by the EXCOM as an internal guide and does not need to be approved by the membership.
- **Jacob** suggested that once the bylaws are updated to reflect exactly what we need as a Chapter, the Chapter should be following these guidelines.
- Comments to the presented version of the bylaws with regards to elections expressed concern that the EXCOM does not have the power to bypass the formal election process and that current wording takes power away from the membership. It would eliminate the ability to write in a candidate and takes away transparency in the election process. The point of the revision is to streamline the election process and not go through a tedious election process if there is only one candidate in an open position.
- **Mike** suggested that an exact date of when the nomination period will start and end should be added to the bylaws to be clearer. **Bob** feels like the whole slate of Officers should be voted on each year even if there is only one candidate for each position and should be careful about doing away with an election.
- **Chad** can easily set up an electronic election via the website. Several EXCOM members suggested survey monkey. This will be a much easier way to run an election and will likely get good participation from the members. This way the membership will at least get the option to vote if they choose. Survey monkey has a way to set up unique links so only one vote per active member.
- **Jacob** mentioned that the current bylaw revisions were to make things easier and if the EXCOM would rather have an election and an electronic election will be easy and possible then that's great but we need to be consistent every year. **Len** reminded everyone that this process needs to be as streamline as possible because the person in charge is always rotating and it can be very difficult to get even one candidate in some years. **Ron** suggested looking into why we don't have more candidates for the EXCOM positions and expressed that he liked survey monkey because it could be a way to get more demographic information during the election or get other questions answered by the membership at the same time.
- **Mike** thinks the job of organizing the election should fall on the President however, **Stephanie** thinks since the Past President is the chair of the nominating committee that the responsibility should fall on them.
- **Jacob** recapped the election discussion:
 - EXCOM wants an election
 - Election should be streamlined
 - Bylaws will state a 30 day nomination period (November 1 – November 30)
 - Bylaws will state an Election period (December 1 – December 30)
 - Bylaws will be more specific to keep things consistent in the future
- Since the EXCOM is now on the same page and the bylaws are not being drastically changed, advice from the membership is not needed before a formal vote.

- Currently the student subunit presidents each get a vote on the EXCOM but a comment was made that they shouldn't all be getting a vote because they will outnumber the EXCOM. The current EXCOM feels that since the majority of the Chapter membership is students that each subunit president should get a vote. Two of the five subunits are on hiatus and the EXCOM doesn't feel like they would be outnumbered even if all subunits were active. Since the Tidewater Chapter has representation from multiple states it seems more appropriate to give each subunit a vote. Our Chapter is different than most in that regard. If a student subunit has co-presidents, they still only get one vote. If the subunit president cannot attend they can send a proxy to vote for them.

○
Action Item for Stephanie: Finish revisions to the bylaws to present at next quarterly meeting.

- **Mike** suggested instituting one or two \$200 travel awards to go to the AFS Annual Meeting or Southern Division Meeting. The students getting the awards would need to be in a subunit in good standing or for students that do not belong to a subunit such as students in VA then they should be dues paying members. **Chad** suggested covering room cost as an incentive because many times the funding for multiple rooms is limited.

○
Action Item for Mike: Develop a list of potential student incentives such as travel awards and free rooms at annual meetings.

Other Business

John reminded the EXCOM that there is a box of slides and negatives of pictures that he has taken at Chapter annual meetings over the years that has gotten misplaced. The last time he saw it, it was given to John Olney at VIMS. Len just gave a box to Jessica with stuff back to the 90s but it may not have the slides. **Len** suggested talking to Troy Tuckey about the whereabouts of John Olney's stuff. Pat Crew at VIMS would probably be the most knowledgeable about this.

Action Item for Mike: Find the box of slides and pictures that may be at VIMS.

Adjournment

John motioned to adjourn the meeting at **6:38 pm**. Seconded by **Mike**.

Minutes submitted by: Stephanie McInerny

Action Item	Person(s) Responsible	Assigned Date	Completion Date
Update Procedural Manual and Officer's Guide. Send to EXCOM for review. <i>Sent for review on 9/13/2012 and 1/30/2013</i>	Stephanie McInerny	4/16/2012	
Add Presidential Funding for SDAFS criteria to Procedural Manual	Stephanie McInerny	9/13/2012	
Develop minimum attendance requirements for student subunits. <i>Sent for review on 1/30/2013</i> Add requirements to Procedural Manual.	Cory Janiak Danielle Zapeta Stephanie McInerny	9/13/2012	
Develop a Tidewater Chapter Subunit of the Year award. Look at criteria used by the Southern Division for guidance.	Jacob Boyd Mike Wilberg	4/16/2012	
Create a History of the Tidewater Chapter Page for the Website	John Cooper Stephanie McInerny Chad Smith	3/10/2011	
Look into putting checking account money into an interest earning account while not in use	Stephanie McInerny	3/10/2011	
Finish scanning historical Chapter documents and give to Chad to put on the website	Stephanie McInerny	3/10/2011	
Develop a checklist/SOP of annual meeting details and helpful hints that can be give to the newest President-Elect while trying to plan the Annual Meeting	Mike Luisi Fred Scharf Len Machut Jacob Boyd	3/10/2011	
Update meeting minutes on website	Stephanie McInerny Chad Smith	Ongoing	
Revise Chapter Bylaws. <i>Sent for review on 1/30/2013</i>	Stephanie McInerny	1/24/2013	
Order gavel plaques for Past Presidents	Ron Klauda Stephanie McInerny	3/21/2013	
Develop student incentives	Mike Wilberg	3/21/2013	
Find the box of slides and pictures that may be at VIMS	Mike Wilberg	3/21/2013	