

ASDP Alumni Chapter Meeting  
ASDP National Conference, Washington, D.C.  
Thursday, March 1, 2018, 9:08 a.m.-11:01 a.m.

MINUTES

1. Call to Order & Opening Remarks, Dona Cady, President, Presiding

Dona welcomed everyone to the 24<sup>th</sup> annual conference. She thanked everyone on the board for their work to the ASDP Alumni Chapter over the previous year.

2. Approval of the Minutes

The call for approval of version 3 of the Minutes from the 2017 ASDP Alumni Chapter Meeting were moved and seconded. There was no call for changes. The Minutes were unanimously approved.

3. Treasurer's Report

Treasurer Eric Spears gave a brief report of the state of finances of the ASDP Alumni Chapter and the changes that occurred after Pam Herron stepped down. The full Board voted to approve Eric Spears as the ASDP Alumni Chapter Treasurer for the remainder of Pam Herron's term (ends after the 2019 Board meeting).

Eric reported that the numbers are static from last year. He also reported that there are logistical challenges with the role, since board members are spread throughout the continent, and that Bank of America, due to state regulations, often gave conflicting information based on who was asking a question and which state they resided in. Eric eventually straightened out all issues with the accounts and will be moving to ensure that the online banking function and a debit card are created for the account.

It was noted by Dona that everything seemed to be resolved and that the organization still requires a \$3000 balance to avoid bank fees. She explained that a problem had arisen in parceling out the \$10 that was supposed to be collected with the conference fee, and that the EWC staff would have to create a separate accounting stream to ensure we received the amounts we were due. However, Dona noted that this was a moot point in 2018 since registrations were down from 2017 and that all the funds for registration were needed to support the conference budget.

There was then a discussion about the Alumni Chapter's failure to collect the \$10 dues approved by the board the previous year. Further discussions about future parceling of funds from conference registration were discussed by Eric and by Peter Herschok. Peter explained some of the issue with the EWC and how other alumni chapters are independent of the EWC. Jessica asked about recommended dues. Collection of cash solicitations was raised, as was a question about tax deductibility.

The Treasurer's Report was accepted unanimously.

#### 4. Secretary's Report

Secretary Matthew Ruane made a brief report on the minutes and the update/revisions that occurred during the year. There was also a brief discussion about committees that failed to meet last year, and he promised to keep up with ALL correspondence for this upcoming year. Matthew noted that the committee considering the roles of president/past-president will be notified within two weeks of the end of the conference to start a discussion on the subject.

The Secretary's Report was accepted unanimously.

#### 5. 2018 National Conference

Dona gave a brief update about the conference organization and panel planning for 2018. Matthew asked about having the panel time preferences on the registration form in the future. Eric and Barbara Lass made comments about the length of the conference and that people within the profession should be expected to attend the full length of the conference, not fly in/fly out for a presentation. There was further discussion about placing checkboxes on the registration form acknowledging the length of the conference and that their panel might be placed at any time during the conference. There was also a mention by Dona about the reality of the ASDP cohort that attends the annual conference and that we need to keep having people pay registration fees to support the conference.

Reality trumps any recommendation was the final conclusion, but the concerns of the Board of Directors was understood. Jessica suggested that the issue should be raised at the General Meeting on Friday night. Dona said that gentle reminders and housekeeping emails to remind registrants to participate in and attend most panels during the conference. It was also acknowledged by all that it is discouraging when there is a lack of audience attending panel sessions, especially those scheduled for the very end of the conference.

The Board then had a non-binding vote to place a box on the registration form that acknowledged that registrants should, out of a matter of professional courtesy, attend the full length of the conference.

Discussion by the board then moved onto the difficulties of conference planning, including some issues from previous conferences. Peter mentioned that at the EWC there was a continual worry about attendees, conferences and funding. Peter also mentioned the issues of funding that the ASDP Alumni Chapter and the EWC were interdisciplinary in nature, and that this conference was rarely the most attended conference for the general membership. This led to a discussion about moving the conference potentially to an every other year event with a workshop in-between. There were also some thoughts about how to motivate more of the 1700 active members of the ASDP Alumni Chapter to attend the conferences, institutes and NEH programs. Further discussions about alternative models of how conference should be organized and whether the ASDP Alumni Chapter should encourage more undergraduate and graduate students to attend the national conference each year.

ARCAS would likely continue the discussion in the afternoon, especially as it relates to the 2019 conference.

Student developments might improve attendance and create a new, active generation of scholars if we bring them in with money from funding opportunities such as those presented by CUR or LEAP. Students could present in poster workshops or the conference could have student panels all on one day. Barbara brought up a model in which one day of the conference would present travel opportunities (such as visiting local museums with guides) and the second day would be a traditional conference from morning to night. The consensus of the board was to look at different models of attendance and participation.

Eric Spears then spoke about an offer from the Georgia colleges and universities to host the next ASDP Alumni Chapter annual conference. Eric Kendrick was the likely point-man for future discussions on the issue. It was mentioned that 2020 would likely be a better date for hosting the conference since a number of institutions would have to work together to host. The likely locale would be in Atlanta, perhaps at the Hyatt Midtown. Discussions with Georgia Tech to use their conference center to host panels and sessions, and how the Asia Council in Georgia even discussed potentially holding the conference in Savannah if Atlanta did not work out. Savannah also was given some support when Peter mentioned that Georgia Southern had offered to be a future host. Betty Buck mentioned some of the connections between Emory and the ASDP might be leverage to gain support from private institutions on Georgia as well. Eric Spears said that he would meet during the conference with Eric Kendrick to set the plan in motion.

#### 6. Old Business: Communication & 501(c)3 Status

Discussion began again this year with the status of communication to the ASDP Alumni. It was noted that very few people attend the Alumni Chapter's Facebook site, and that perhaps we should find an alternative form of communication. It was noted by Jessica that this was a group used to using Twitter, while the board briefly entertained the idea of reviving a newsletter with a student group. Peter asked about having to deal with content, and there was a brief discussion about a listserv, with Betty noting that perhaps the organization should not really deal with social media at all.

Jessica then suggested a quarterly blog with information tied to the ASDP's existing quarterly blog. It would be a way of writing down what the membership does throughout the year as well as announcing past and future events. Tom Patterson, the ARCAS representative, spoke about the importance of the annual report and the assistance that was needed to get it done every year. It was commented that the writing of the annual report and the submission from ARCAS members required extra help and energy each year, but Tom was still supportive of some form of communication with the alumni.

This led to a discussion about the Alumni Chapter developing a stronger bond with the EWC. Dona asked about a low key response and who should be the point person; submissions should first be sent to Dona, who would then send the finished products on to Jessica who would include them in the quarterly EWC blog, under the Alumni Chapter section. It was noted that submissions should be about 10 sentences long, no longer than a full paragraph.

Peter thought it was a good idea, but asked how many of the board actually looked at the EWC quarterly blog? A number of hands were raised saying they did read it and that a quarterly contribution seemed about right.

Jessica will continue to facilitate and collate communication among ASDP/EWC alumni of ASDP-related events and posting them on the EWC alumni blog (in place of our newsletter). Since she is acting as editor of the 'newsletter,' it was proposed that she is entitled to attend the board meetings as a non-voting member. This was agreed to without dissent by the members present.

There was then a discussion about the status of the 501(c)3 set up by Jessica and Peter. Apparently there was some wrong information about the necessity of filing paperwork after the status had been originally established. It was also noted that no one at the EWC or the ASDP had received yearly notifications from the federal government about the need to file. We were notified of gaining status in 2015, but apparently the three-year time frame began in 2014 and thus paperwork needed to be filed in 2017, not 2018 as was expected. The ASDP Alumni Chapter (EWC) has temporarily lost its status and has to reapply. Dona noted that it would take about 90 days for the status to be reinstated.

Taxes for the State of Hawaii were already paid but the Treasurer noted that the \$3.50 fee would be reimbursed to the President out of the chapter's available funding and that in the future, the available funding would pay the state taxes and fees.

#### 7. New Business: Elections, Bylaws & Fundraising

It was noted that the EWC's webpage for the ASDP Alumni Chapter had dates of office wrong from some of the board members and that changes were made. Two of the members-at-large, Barbara (2019) and Kathleen (2020) had their end dates adjusted, and Eric's name replaced Pam's as treasurer. Three offices were coming up for election in 2018: President, Vice-President and a Member at Large. Election notices will go out by April, with the election to run from 1-15 May 2018. The election will also include a membership vote on by-law changes.

The Secretary went over a number of potential by-law changes and there was a brief discussion on some of the changes. Suggestions were made to alter language and several of the proposed changes were approved by the board to be sent to the general membership for approval. The Secretary also noted that article 7 would have to be rewritten due to the approved changes and that these rewritten articles would be sent to the entire board for discussion before being voted on in May.

*(See attached for the original by-law changes proposed).*

Fundraising and the lack of collection of dues in 2017 were again discussed. Dona noted she would make an announcement at the General Meeting about the \$10 dues and a means to collect the dues would be in place right after the 501(c)3 status was restored.

#### 8. Conclusion

As the meeting was once again running behind schedule, there was a motion to adjourn. The meeting adjourned at 11:01 a.m.

Respectfully submitted,

Matthew Ruane

Secretary, ASDP Alumni Chapter (EWC)  
Updated: 11 March 2018  
**Treasurers & Handling Money Issues**  
ASDP Report 2018

*Amending Article VI—Roles and Responsibilities of the Board of Directors*

Since the issue of access to ASDP Alumni Chapter funds was raised this year when there was a sudden transition of the office of Treasurer and due to extraordinary circumstances, it would be helpful to have language inserted in the ASDP By-laws to cover who has access to alumni chapter banking accounts and funds.

*Proposed Section 9*

a. The office of Treasurer of the ASDP Alumni Chapter (EWC) is responsible for handling the financial matters of the non-profit organization. They have the authority to write checks, make deposits, and are required to provide a financial report to the Board of Directors each year at the annual meeting. The Treasurer shall be authorized to endorse all financial instruments up to a value of \$100 with their sole signature excepting those instruments for deposit only to the account(s) of the ASDP Alumni Chapter (EWC) which shall have no upper limit in value.

b. The Treasurer, in consultation with the President, is also responsible for annually filing all appropriate documentation with the IRS (or state agency), not limited to IRS File Form 990, as well as filing any necessary documentation to maintain the non-profit status of the organization.

c. The President of the ASDP Alumni Chapter (EWC) shall also be a named officer on any banking documentation required to open or close any account used by the organization. In the absence of the Treasurer, the President of the ASDP Alumni Association shall be authorized to write checks, make deposits, or conduct other financial matters until a replacement for the Treasurer is announced according to the rules laid out in Article VI, Sections 6 and 7 of the by-laws. The President's signature shall be required as a secondary endorsement on all financial instruments over \$100 value that are not for deposit only to the account(s) of the ASDP Alumni Chapter (EWC). Any financial matters conducted by the President shall be reported to the Treasurer within 30 days.

d. Any conflicts of interest involving the finances of the ASDP Alumni Associate (EWC) shall be reported to the Board of Directors within 5 (five) business days of such a conflict occurring. A quorum of the Board of Directors shall have the sole discretionary authority to resolve any conflicts of interest that may arise. Failure to report or resolve a conflict of interest shall result in Article VI, Section 7 of the by-laws being enacted by the President or the Vice-President as appropriate.

**Note, if we adopt any of the above, we may have to reword Article VII, Section 2 on how funds are voted on by the Board of Directors.**

**Other ASDP Issues**  
Spring 2018

*Amending Article IV—Meetings, Section 1*

The last line should be changed to “The annual meeting shall be held during the annual conference of the ASDP **Alumni Chapter (EWC)**” for consistency sake.

*Amending Article V, Section 7*

Currently, this reads “Board members may be elected for two full terms.” It is unclear as to what this means, i.e. two full terms for what? Each office can be held only for two consecutive terms? Or you can only be elected to the board for two full terms in any position, i.e. two terms as an At-Large Member (6 years), two terms as President (4 years), Secretary or Treasurer (10 years), or some combination of the above which may range between four years to ten years.

We should likely clarify this.

*Amending Article VII—Dues*

Since we instituted a dues collection in 2017 as part of the conference fee, we should amend A.VII, S.1 and likely strengthen A.VII S.2.