



ASDP Alumni Chapter Meeting  
ASDP National Conference, Portland, OR  
Thursday, March 2, 2017, 9:05 a.m.-11:00 a.m.

MINUTES

1. Opening Remarks, Dona Cady, President, Presiding

Dona welcomed everyone to the 23<sup>rd</sup> annual conference. She thanked everyone on the board for their work to the ASDP Alumni Association over the previous year.

2. Approval of the Minutes

The call for approval of the Minutes from the 2016 ASDP Alumni Chapter Meeting were moved and seconded. There was no call for changes. The Minutes were unanimously approved.

3. Treasurer's Report

Treasurer Pamela Herron gave a brief report of the state of finances of the ASDP Alumni Chapter. The bank account opened with Bank of America, maintained a balance above \$3000 so it was not charged any fees. A donation of \$150 was made from the sale of CDs at last year's conference. The current balance as of the board meeting was \$3365.

The treasurer will email a note of thanks to Ray for the charitable contribution to the fund. Peter noted that Ray may be back to sell more CDs this year. His wife will be compensated with a free registration to the conference.

It was reported that there is an annual fee of \$3 required by the State of Hawaii. Up to this point, the President has been paying the annual fee. The members once again agreed that the fee should be paid from the ASDP Alumni Chapter account in the future.

The Treasurer's Report will be amended as necessary. The report was otherwise accepted unanimously.

Amendment: Jessica discussed later in the meeting about the 501(c)3 tax filing status. An accountant will need to fill out the appropriate tax forms since it is not an easy process. ARCAS will likely need an accountant as well. ARCAS also needs a clear process to have its status restored, and ASDP Alumni Chapter will not miss the tax deadline.

4. Secretary's Report

Secretary Matthew Ruane noted that he will keep up correspondence with any committee established and act as the central source of reminders for committees and their obligations. The Secretary will also keep brief minutes from the General Assembly meeting and report them to the board starting with the 2018 General Assembly Meeting.

## 5. 2018 National Conference

Dona began the discussion by noting that the conference will be held in Washington, D.C. due to its centrality. After issues with the hotel in 2016, the new conference organizers went with a known brand: the Marriott Georgetown. Jessica noted that the locale was close to the hotel used during the 2016 conference and that the Marriott Georgetown was not only used to holding large conferences, but that it also had finished renovations recently.

Dona said she would print out flyers to be handed out at the current conference. The flyer will ask people to register earlier than this year, and hopefully the number of attendees will surpass the last two years attendance numbers. She noted that there were planning problems this year: while more than 130 paid participants were attending the 2017 conference, the registration numbers were only in the mid 40s as late as January 2017, and thus it makes it difficult to plan for events and numbers with conference partners.

Registration was agreed to be \$250, with a late fee of \$300. The registration dates will be moved up both for the conference and with the hotel, because room nights need to be filled. The room block will run from Wednesday through Sunday.

Dona also noted that a fair \$16,000 food and beverage minimum has been negotiated with the hotel and that this sum should be easily met with the numbers in attendance at past conferences.

Discussion was held among the partners about travel budgets at universities and colleges being tightened throughout the country. Thus the 2018 Conference will have an earlier call for papers. Peter mentioned that there are still schools on the quarter system (such as the current host) and that this is also important to those schools as well.

Early deadline discussion then followed, with a recommendation by the board that the deadline should be somewhere between 15 September and 1 October. It was agreed that the first “final” call for papers should have a date being no later than 1 October 2017.

*Jessica reported that she would make announcements on the ASDP Alumni Facebook page. This led to a brief diversionary discussion about getting more members of the ASDP to like the Facebook page. There was an agreement that there should be a way to encourage more use of the Facebook page for message and notices, though it should be in conjunction with more traditional methods for those who don't use Facebook. Perhaps a link on the ASDP main page?*

There was also a group discussion about the theme for the 2018 conference. Theme ideas were bounced around though no decision was made on a theme. Numerous ideas were introduced by committee members and discussed.

Committees were also established and it was decided that all committees should be active by 1 June 2017.

~Co-Directors and Committee Chairs: Dona and Jessica

~Program Committee: James, Barbara and Matthew

Speakers should be local as there is no real travel budget; choice of speakers should be with input from the East West Center.

~Publicity Committee: Donna, Jessica and Pam

Publicity should be from multiple directions. The more publicity there is, the better to grow attendance and participation. There should be reaching out to people who attended in the past but have missed the last few conferences. Moreover, there was support for reaching out to all ASDP members in the US to participate in the conference, especially if they haven't in the past.

~AV Committee: TBA

~East West Center Liaisons: Peter and Betty

Other board members are welcome to join the existing committees and help in whatever way they can. Dona and Jessica noted they would do some word-smithing of potential titles and a tentative title should be ready for the General Assembly.

Discussion among board members then moved to the hotel rates time frame, with a tentative registration deadline encouraged for 1 December 2017. Dona and Jessica would check with the hotel about any potential issues for that early a registration deadline.

A registration portal will be set up with the help of Audrey at the EWC. It will take a couple weeks to set up, with a preliminary registration portal by 1 June 2017.

**The board resolved the following:**

- 1 October 2017: first deadline on the call for papers, registration opens, \$250 fee
- 1 December 2017: second deadline on the call for papers, registration deadline
- 2 December 2017: 1<sup>st</sup> late registration fee of \$300 is instituted
- 1 February 2018: last date to be included in the conference program; late registration fee raised to \$350

A click box will be included on the registration form indicating how many nights they will stay for the length of the conference. It will be noted that conference space is limited.

Individual acceptance letters will be sent out within 2 weeks of acceptance.

6. Washington, DC ASDP Board Meeting Discussion

Discussion was held about when the ASDP Board Meeting should take place. Originally, the proposal was to hold the meeting on Wednesday afternoon, allowing for a walking tour. What time should the meeting be held? It was noted that if we held a morning meeting, there would be an additional expense of having to stay another night to be ready for a 9am board meeting.

Peter noted that those complaining about missing a museum tour needed to make a choice. ARCAS, which usually has an annual meeting that lasts an entire day, does not have to a day-long meeting.

They get a free lunch, but money could be saved if the meeting was shortened. This led to a larger discussion about the length of board meetings.

Peter suggested three options, and after brief discussion, *it was decided that the ASDP Board Meeting will be held on Thursday, 1 March, from 9:00 am to 11:00 am.*

The ARCAS meeting should be held from 11:00 am-2:00 pm next year, similar to this year's meeting time. Peter suggests that the reception time should be changed as well, but no firm decision was made.

## 7. Social Media Changes

Management of social media and Facebook followed the conference discussion. There was discussion about providing more commentary on Facebook, establishing guidelines, and "gatekeeping" controversial discussions. The page might become a closed group that would require administrators. Pamela, Eric, Dona and Dennis will be made administrators along with Jessica. Administrators will have a one-day posting delay to allow for review. It was made clear that the site is not a political site, but one for information about the ASDP Alumni Chapter and the East West Center connections with the alumni chapter.

The newsletter is defunct. Facebook should become the new newsletter. This was approved by the board.

## 8. Fund Raising & Annual Dues

There was discussion once again about raising additional income for the ASDP Alumni Chapter. This included discussions about the use of Paypal, dues, and the ability to pay dues along with their registration for the annual conference. Peter also pointed out that there needed to be a clear note in any correspondence requesting dues about what it meant to be an alumnus of the East West Center and being an alumnus of the Alumni Chapter.

There was a motion to add a \$10 dues fee to conference registration. There would also be a request sent to others to pay their annual dues of \$10 as member of the Alumni Chapter. There was discussion about how to get those who don't attend the annual conference to pay the dues as well. It was noted that the listserv has over 1700 active members out of the 2500+ alumni. Dues would be paid through Paypal or by check. Separate receipts would be sent for conference fee and dues since while they are paid together, not all fees are reimbursable.

First call for dues will end on 1 December 2017. This will pay for the following calendar year (1 January-31 December 2018). Annual notices will be sent out to those who do not attend the conference. The motion to institute dues was approved by the full board.

The board also very briefly discussed the idea of applying for grants for 501(c)3 organizations. This topic would be raised again during the 2018 Board Meeting.

## 9. New Member Election

Eric Spears, Member-at-Large (2014-2017) is off the board this year.

May 1<sup>st</sup> is the deadline for names to be sent out, and May 15<sup>th</sup> is the date for elections. Call for nominations at the general meeting and through Audrey. Discussion was about how to nominate oneself for a position. It was agreed that candidates should be encouraged to provide photos.

Further discussion on elections was to be tabled, but a subcommittee instead would be set up to discuss changes to the election process, the Vice President becoming President elect, term limits, and how these changes could be approved before the next scheduled elections.

A tentative subcommittee was established with Jessica chairing, and Matthew being the only other volunteer, though Betty agreed to be an advisory member.

## 10. Conclusion

As the meeting was running behind schedule, there was a final discussion about Roberts' Rules of Order and calls for final comments or questions from the floor. When none were forthcoming, a motion to adjourn was called.

The meeting adjourned at 11:00 a.m.

Respectfully submitted,

Matthew Ruane  
Secretary  
ASDP Alumni Chapter  
15 May 2017