

ASDP Alumni Chapter Meeting
ASDP National Conference, Washington, DC
Wednesday, March 16, 2016, 3:45-5:45 p.m.
MINUTES

1. Opening Remarks, Jessica Sheetz-Nguyen, President, Presiding

Jessica welcomed everyone to the 22nd annual conference, which also marked 25 years of the ASDP. She thanked Peter Hershock and Betty Buck for their hard work in support of the conference and of the ASDP Alumni Association.

2. Alumni Chapter Mission

Jessica again noted the mission of the ASDP Alumni Chapter is to support the work of the ASDP, including the support of institutes, workshops and seminars. Jessica encouraged the members of the board to speak to their colleagues about applying for upcoming programs.

3. Approval of the Minutes

The call for approval of the Minutes from the 2015 ASDP Alumni Chapter Meeting were moved and seconded. The Minutes were unanimously approved.

4. Treasurer's Report

Treasurer Pamela Herron gave a brief report of the state of finances of the ASDP Alumni Chapter. A bank account had been opened with Bank of America, which was one of the only banks willing to work with a 501c3 non-profit organization. The account must maintain a balance above \$3000 or it will be charged fees. That balance has been maintained since October 31st of last year.

Betty Buck asked about differences in fees between a checking and savings account, and Pamela responded that there was no difference according to the bank.

Additional questions were raised about offering receipts for charitable donations, such as the DVDs that had been offered to the organization to raise funds. This led into a further discussion about the need to file taxes. For the moment, it was decided that the Treasurer would look into each issue in more depth and report back at the next annual meeting.

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 agreed that the fee should be paid from the ASDP Alumni Chapter account in the future.

5. Spring Elections

Jessica raised the issue about Spring elections and the end of her tenure as President. Jessica encouraged people to vote and to encourage all ASDP Alumni Chapter members to vote. It was noted that elections must occur by June 1. It is likely that the call for nominations for President,

Vice President and a Member at Large will be sent by the end of April. It was decided that the election would be held by May 15, 2016.

Discussion began about the terms of office of the President and Vice President, as well as the Members at Large. Jessica noted that the President and Vice President both have 2-year terms, while the Members at Large have a 3-year term. She proposed that the terms of the President and Vice President be extended to three years. Dona Cady suggested that the terms should be staggered so that the President and Vice President are not elected at the same time. It was also suggested that an additional Member at Large be selected, increasing the total to four.

Discussion then followed about the proposed 3-year term of office for President and Vice Presidents. Questions about conference organization were discussed. Peter Hershock raised the possibility that the two officers keep 2-year terms of office, but that it be written into the by-laws that the Vice President then automatically becomes the next President upon the conclusion of their term as Vice President.

This discussion also visited a number of topics including the total length of commitment proposed for a future president, future transition problems, the role of Members at Large in the alumni chapter, and possible changes to the by-laws. There was also a discussion of having the retiring President remain in a new office of Past President for two years to ease any transition problems. The Past President would be a non-voting member of the board and serve for one additional year.

A proposal was tabled that would have altered the 2018 election cycle. The proposal stated that in 2018, the President and Vice President would each serve a term of office spanning 2018-2020, with the Vice President becoming President in 2020 and serving until 2022. The President would not be allowed to run for re-election. A new Vice President, in addition to any other election(s) that needed to take place, would be chosen in 2020.

After extensive discussion by all members present, it was decided that there would be no changes to the by-laws at this point. The tabled discussion would be raised at the 2017 ASDP Alumni Chapter Annual Meeting.

6. 2017 Conference, March 1-5, 2017, Portland, OR

Jeffrey Dippmann, ARCAS Representative, announced that next year's meeting would be held in Portland. A hotel has been contracted. More information would be sent out in the fall.

7. Reports from Peter Hershock, EWC

Peter briefly explained the roles of ARCAS and the ASDP Alumni Chapter, thanking each of them for their hard work over the past year. Peter encouraged everyone to attend the Portland conference next year.

Peter also noted that he would like a change on how the annual conferences are run. Currently, the ASDP/EWC signs all the contracts and the EWC legal personnel are involved in all negotiations. He would like to have the ASDP/EWC step-back from the process of negotiating contracts and any actual organization of the conferences. He said the ASDP/EWC used to sign the contracts, and then

collect revenues from the registration to reimburse the initial financial outlays (deposits and fees, for example) for the conferences. This year that sum was approximately \$18,000. He stated in the future, some sort of agreement about fees and the risk of losing money on the annual conference needs to be settled. An agreement between the ASDP, ARCAS and the ASDP/EWC needs to be discussed.

Missouri State stepped up financially in 2015, but they have proved to be an exception. The contract for 2017, Peter noted, is already signed. He stated what went wrong with this year's conference and negotiations. Dona Cady noted that much of the problem was due to the Fairfax hotel changing management and the chaos that followed.

To make the conference more financially stable, registration fees would have to go up. To limit the impact of the fee increase, attendees would be encouraged register earlier thus providing a discount on registration fees as well as providing some working capital for the organizers. Board members involved in previous negotiations for Houston and Washington, DC were encouraged to write a memo about how they handled negotiations and how they dealt with any problems that arose.

8. Future Conference Registration Fees

Following on with the issues raised by Peter Hershock, the board then discussed the issue of raising conference registration fees. It was finally agreed that conference registration fees would be raised to \$250, with a late registration fee of \$300. Any excess revenue would be placed into the ASDP Alumni Chapter bank account to help offset fees for the following year. The Motion to Approve the New Conference Fee Schedule was proposed and seconded. The Motion was approved unanimously.

9. Annual Dues/Miscellaneous

The issue of annual dues was raised once again. The annual dues of \$10 would be requested and that the President would send out a note to the individual members to pay this amount. There would also be a membership campaign starting in 2017 in an attempt to raise the dues.

Discussions ensued about a possible newsletter and our own ASDP Alumni Chapter website. Betty Buck and Dona Cady each spoke about the possibility of a website and who would have permission over the site. There was also a brief discussion about incorporating a PayPal button on the site to pay dues. Peter Hershock said the board should make a final decision on the matter and that any dues would be a way of making the ASDP Alumni Chapter more self-sufficient.

It was determined that there should be a way for the ASDP Alumni Chapter to directly capture the funds raised and that there should be a fund raising drive at some point in 2017. The Board also needs to better describe the benefits to members of the ASDP Alumni Chapter of the benefits in contributing dues to support the organization. It was noted that all fund raising activities, besides the collection of dues, must not violate the 501c3 status of the ASDP Alumni Chapter.

It was agreed that a subcommittee would be created to discuss fundraising in the Fall of 2016. Members of this subcommittee will consist of James Deitrick, Eric Spears, and Matthew Ruane. They would prepare a report for the 2017 annual board meeting.

It was also agreed that a subcommittee would be created to look further into the creation of a website. Members of this subcommittee would consist of Dona Cady and Dennis Arjo.

Jessica also announced that the new President and Vice President should consult with the board soon after their election about the site of the 2018 conference. Most of the board members agreed that meeting in Washington DC again in 2018 was a good idea.

Jessica noted that registration table would open at noon on Thursday instead of 2 pm.

The meeting adjourned at 5:45 p.m.

Respectfully submitted,

Matthew Ruane
Secretary
ASDP Alumni Chapter