

**NORTHEAST DECISION SCIENCES INSTITUTE**  
**Draft Minutes of Officer and Board Meeting (Not Yet Approved)**  
**Washington, D.C.**  
**November 24, 2003**

**Presiding:** Barbara Withers

**Present:**

Snehamay Banerjee	Mike Maggard	Luis Rivera-Solis
Shaw Chen	Paul Mallette (WDSI)	Ken Sousa
Mark Davis	Paul Mangiamelli	Mohammed Tafti
Maling Ebrahimpour	Larry Meile	Minoo Tehrani
Janelle Heineke	Bill Naumes	Dave West
Ray Hogler (WDSI)	Peggy Naumes	Keith Willoughby
Hemant Kher	Sue Pariseau	Barbara Withers
Chris Kydd	Fariborz Partovi	

1. Barbara Withers called the meeting to order at 4:40 p.m. The minutes of the March 28, 2003 meeting in Providence, RI were approved without changes. Barbara, as well as others, expressed their pleasure in our current process of using “action items” in the minutes to clearly indicate definite actions, specific persons responsible, and a time frame for following up.
2. Janelle Heineke reported on the 2003 NEDSI meeting in Providence, RI. A total of 204 participants attended, in addition to 10 doctoral students. The NEDSI meeting made money and operations went smoothly. Janelle has documented her tasks and activities for use by future program chairs.
3. Larry Meile commented on the upcoming 2004 NEDSI meeting in Atlantic City, NJ. A total of 119 papers have been submitted. This represents about 73% of the number of submissions we received for the 2003 NEDSI meetings (he suggested that the Atlantic City venue may present some challenges for conference attendance). The submitted papers have been sent out for review, and track chairs report that the review process for some papers is now complete. Larry reported that 7 undergraduate student papers were received; they will be included in a separate student session. Larry estimated that about 180 individuals will attend the conference. Several special sessions have been planned, including an editors’ panel. The Tropicana facility is currently undergoing a renovation, but there should be no inconveniences during our conference.

Larry brought up the issue of discussants. For the 2004 meeting submissions, authors were specifically queried if they wanted a discussant for their particular paper. The respective options were “yes”, “no”, or “don’t care”.

Only 8 authors expressed a desire to have discussants for their papers. Since we had plenty of people willing to serve as discussants, we are in the comfortable position that anyone who wanted a discussant will have one for their paper.

4. Fariborz Partovi remarked on the progress of the 2005 NEDSI meetings in Philadelphia. So far, the planning process has proceeded well. He has signed a contract with a Sheraton hotel, and has obtained a good rate. The meetings will be held from Wed. March 30<sup>th</sup> (sessions beginning in the afternoon) until Fri. April 1<sup>st</sup>. Fariborz expressed thanks for various individuals who had assisted him in the contract negotiation process.
5. Barbara Withers led a discussion on future conferences. Specifically, we are in a crisis situation as we need to have someone step forward willing to serve as Program Chair for the 2006 conference. After considerable general and side discussions, Mohammed Tafti suggested he would consider serving as the 2006 Program Chair. He indicated that the conference could potentially be held in a Long Island location, but was somewhat concerned about the costs. Peggy Naumes remarked that deciding who will serve as the Program Chair, and selecting a conference location, are two separate issues.

**Action Item: Within 2-3 weeks, Mohammed Tafti will report to Barbara Withers on his willingness to serve as 2006 Program Chair.**

Discussion about the specific location for the 2006 conference then followed. Larry Meile suggested a northern city venue, such as Boston or Providence. Janelle Heineke also recommended Providence, indicating that it would be wise to rotate through a series of popular sites, so as to take advantage of learning curve effects when different people fulfill major conference organizational responsibilities. Snehamay Banerjee indicated that a Virginia location may be feasible, while Minoos Tehrani suggested Newport, RI.

We also discussed the suitability of selecting an off-shore location for the 2006 conference. Janelle felt that we are not meeting the needs of our core constituency (i.e. attendees from smaller schools) when we opt for an off-shore meeting site.

**Action Item: As soon as possible, Larry Meile and Janelle Heineke will examine data from the 2002 conference (held in San Juan, Puerto Rico) to determine the percentage of attendees from smaller schools.**

Barbara reminded us that we ought to determine potential Program Chairs for future conferences from 2007 through to 2010. We developed a list of potential Chairs, and various individuals were designated to contact them to

determine their willingness to serve as a Program Chair for any of the years between 2007 to 2010. (Snehamay Banerjee, in attendance at this meeting, suggested that he could serve as a Program Chair for the 2007 or 2008 conference).

**Action Item: Prior to our March meeting, the following will contact specific persons to determine their willingness to serve as Program Chair:**

**Maling Ebrahimpour will contact Jennifer Swanson**

**Paul Mangiamelli will contact Chris Roethlein**

**Barbara Withers will contact Rhonda Aull-Hyde**

6. Chris Kydd presented the Treasurer's report for and in behalf of Rhonda Aull-Hyde.

Sue Pariseau pointed out that the budget for fiscal year 2003-04 lists a loss of \$700 for interest income. This may simply represent an error in the financial statement. Larry Meile opined that it could denote money invested on our behalf for which a loss was generated.

A general question was also raised regarding the miscellaneous income. Does it include money from sponsorship awards?

**Action Item: At our March meeting, Rhonda Aull-Hyde will clarify the interest income and miscellaneous income issues.**

Larry reported that the break-even for our 2004 conference is 145 participants.

He also clarified the revenue from exhibitors listed in our fiscal year 2002-03 budget. This \$7,000 total is much larger than the actual amount of \$2,480 since the \$7,000 sum includes all sources of promotional income (i.e. advertising, coffee break sponsors). By combining the actual revenue from exhibitors, advertising and coffee break sponsors in 2002-03, we end up with a total of \$7,080 (very close to our budgeted amount).

7. Sue Pariseau, Northeast Regionally Elected VP, reported on various items. Andrea Williams has been hired as the Institute's new IT director. A new Conference Management System (CMS) is in the works. This system, to be used in parallel with the current system for the 2004 conference, will be ready for full use in 2005. The regions will be able to use this system in planning their regional meetings. Mike Maggard suggested we could approach Scott Sampson, the developer of the current CMS, to gauge his willingness in developing a CMS for the Northeast region. Janelle agreed with this, since we have sufficient funds to be able to do this. Such a system could provide a backup option in the case the national system fails to work.

Paul Mangiamelli interjected that we ought to discuss the conference proceedings format (old business item (i) in our current agenda). Larry reported that the costs for paper proceedings are about \$3,530, while the costs for CD-ROM proceedings are approximately \$1,765.

Returning to the conference management system issue, Sue Pariseau felt that the national system will work. Fariborz Partovi indicated that we could use our current system, developed by Al Avery, at virtually no cost.

Janelle made a motion, seconded by Paul, that we negotiate with Scott Sampson to see if he could come down in price enough to make it attractive for us to use his scheduling system instead of our current system. This motion passed with one dissenting vote.

**Action Item: Prior to our next meeting, Mark Davis will talk to Scott Sampson to determine his interest in allowing the Northeast region to use Scott's conference management system.**

8. We welcomed Paul Mallette and Ray Hogler, both representatives of the Western Decision Sciences Institute (WDSI), to our meeting. Their region currently publishes the Journal of Business Management, a quarterly journal with about 300-400 printed copies per issue. They are proud of their interdisciplinary journal's quality, but would like to broaden its exposure. To this end, they desire the assistance of each of the DSI regions. Perhaps an Associate Editor could be named from each region; such individuals would offer valuable assistance in their publication efforts and provide new editorial thinking and support. Moreover, the regions could encourage the best papers from each regional conference to submit manuscripts to the journal. When questioned by Barbara as to the time frame by which our response is required, Paul and Ray replied that the sooner we get back to them, the better. Maling Ebrahimpour asked about any financial commitment; Paul and Ray indicated that WDSI provides about \$9,000 in funding.

**Action Item: Barbara Withers will send e-mails to officers and board members to determine their interest in support WDSI's journal efforts. This issue will be further discussed at our March 2004 meeting.**

9. Returning to the conference and paper proceedings format issue, we agreed that paper proceedings will be offered for the 2004 meeting. There will be no CD-ROM version of the proceedings. We will continue to accept electronic submissions of conference manuscripts.

10. Sue Pariseau reported on issues relating to DSI's constitution and by-laws. A new membership category, "Regional Member of DSI" has been created.
11. Regarding the use of paper discussants, Peggy Naumes suggested we follow what Larry is doing for the 2004 conference (querying authors as to their desire to have a discussant) and see how it works. Others mentioned the need for uniformity in this process; either we have discussants for all submitted papers, or no discussants at all. Paul Mangiamelli remarked that if we go to a system of no discussants, we could conceivably have more papers per session, thereby reducing the number of meeting rooms required.

**Action Item: Larry Meile will survey the 2004 conference participants to see how they felt about having a conference with few discussants.**

12. Barbara Withers reported that position job descriptions need more work, and these are not yet posted on the NEDSI website.
13. We have formed two committees; a By-Laws committee (chaired by Barbara) and a Policy and Procedures Manual Committee (chaired by Janelle Heineke). These two committees will present their work in our March meeting; we will then vote on their suggestions in the November, 2004 meeting.

**Action Item: A few weeks prior to our March meeting, the committees will provide proposal drafts to officers and members of the board.**

14. Barbara is continuing to work on the NEDSI Goals and Objectives statement, and encouraged officers and board members to submit proposed changes to her.
15. In an effort to augment our membership, we are seeking to establish champions at Ph.D.-granting universities. We have talked to Dorothy Dologite (Baruch College), and she wishes to involve some of their doctoral students in NEDSI.
16. Minutes from some previous NEDSI Officers and Board Meetings are missing from our website (e.g. Newport – March 1999; New Orleans – Nov. 1999; Atlantic City – March 2000; Pittsburgh – March 2001; and San Diego – Nov. 2002).

**Action Item: As soon as possible, the secretaries for each of these meetings will submit an electronic copy of the respective minutes to Julie Kendall, for posting on our website.**

17. Janelle reported that we had a very effective regional social event earlier during this conference. Its total cost was roughly \$1,000, but we had 3-4 young faculty show up who could be involved in future NEDSI work.
18. Shaw Chen led a discussion on the William Bistline Award. Apparently, we will present a plaque in Bill's honor to his family during the 2004 NEDSI conference. There was also some confusion in previous meeting minutes regarding the particular Pearson award (the Best Applied Paper, or Outstanding Service Award) we are renaming in honor of Bill. Paul Mangiamelli delicately stressed that we be careful about setting precedence in the renaming of awards. Mike Maggard made a motion, seconded by Bill Naumes, that the Advisory Council discuss this issue in more detail.

**Action Item: The Advisory Council will discuss the renaming of a Pearson award in the memory of Bill Bistline, and report to us in our March 2004 meeting.**

Shaw made a motion, seconded by Luis Rivera-Solis, that we present a distinguished service award to Bill's family at the March 2004 conference.

19. Mike Maggard raised some questions regarding the procedures for nominating individuals to be national Vice-President. We ought to clarify these procedures.

**Action Item: The Policy and Procedures Manual Committee will discuss this issue, and report their findings to us in our March 2004 meeting.**

20. Mino Tehrani reminded us that the 2005 International DSI meeting will be held in Barcelona from July 1<sup>st</sup> – July 3<sup>rd</sup>.
21. Barbara Withers adjourned the meeting at 6:20 p.m.

Respectfully submitted,

Keith A. Willoughby