

NORTHEAST DECISION SCIENCES INSTITUTE
Draft Minutes of Officer and Board Meeting (Not Yet Approved)
Boston, MA
November 22, 2004

Presiding: Janelle Heineke

Present:

Rhonda Aull-Hyde	Neset Hikmet	Fariborz Partovi
Dick Baker	Bou Kezim	Dan Reid
Shehamay Banerjee	Mike Maggard	Luis Rivera-Solis
Edward Chen	Paul Mangiamelli	Chris Roethlein
Shaw Chen	Larry Meile	Ken Sousa
Mark Davis	Bill Naumes	Jennifer Swanson
Maling Ebrahimpour	Peggy Naumes	Minoo Tehrani
Janelle Heineke	Sue Pariseau	Keith Willoughby

1. Janelle Heineke called the meeting to order at 4:00 p.m. The minutes of the March 25, 2004 meeting in Atlantic City, N.J. were approved without changes.
2. Larry Meile reported on the 2004 NEDSI meetings held in Atlantic City, NJ. A total of 181 people registered for the meetings, including students. The meetings generated a profit of \$10,949 – this announcement was greeted by a hearty round of applause. Larry pointed out that our net gain was \$6,449 after paying for the “Hot Shots” dinner and purchasing a laptop computer. He remarked that much of the credit for our profitable conference ought to go to Snehamay Banerjee for keeping our costs down, and to Chris Roethlein for the tremendous support he garnered from our publishers.

Larry suggested that our organization is not really in the business of making a profit. He asked if this was the time we should revisit reducing our registration fee from its current \$125 level, perhaps to the more “eye-pleasing” (secretary’s words, not Larry’s) amount of \$98. Snehamay indicated that we currently have \$44,100 cash on deposit at the Home office. Larry opined that this is sufficient to last us for two poor conferences. Luis Rivera-Solis, in particular, spoke in favor of the reduction to \$98. Janelle offered that we really have two alternatives: (a) reduce the registration fee, or (b) maintain the current fee, but find ways of spending our money.

This conversation segued into a discussion about whether students should be charged registration fees at NEDSI meetings. We had 18 students attend the 2004 meetings; Fariborz Partovi indicated that this number could approach 50 for the 2005 meetings. After considerable discussion, Janelle suggested that

the decision about student registration fees is really up to the Program Chair. We also decided to re-investigate the NEDSI registration fee issue at our March, 2005 board meeting.

Action Item: At the March, 2005 officers and board meeting, we will discuss NEDSI registration fees and determine whether they should be reduced from their current levels.

3. Fariborz reported on the upcoming 2005 NEDSI meetings in Philadelphia. A total of 157 papers have been received, with 9 workshops scheduled. He indicated that many of the attendees are from the Philadelphia area; this could present a problem as we could potentially lose money on our hotel accommodations. He encouraged folks from outside the Philadelphia area to quickly make their hotel arrangements, and to persuade their faculty colleagues to attend the meetings.

Rhonda Aull-Hyde mentioned that our President's Reception will be held at the Philadelphia Seaport Museum.

Keith Willoughby discussed the publishing of our proceedings on CD-ROM. After summertime conversations with two publishers, he decided to go with Omnipress. They have previously published our hard-copy proceedings; plus, they can produce in the smaller quantities required for our regional meeting (the other publisher, for example, had a minimum order quantity far in excess of any amount we would ever require). Utilizing the CD-ROM format will cut costs. Our 2004 hard-copy proceedings cost about \$3,240; the publisher informed us that a CD-ROM version for the same meetings would have run about \$1,690.

Keith brought up the issue of page limits. Although we aren't under the same restrictions with page limits as we were with hard-copy production (we had a 3-page limit for hardcopy proceedings), Keith felt that we ought to establish some sort of CD-ROM page limits. As an example, National DSI uses a 6-page limit for its proceedings. Page limits help to ensure some level of uniformity within the proceedings; it also provides an opportunity for an author to submit a "full version" to an academic journal while developing a shortened proceedings submission. Mark Davis spoke in favor of the page limits.

Maling Ebrahimpour cautioned that file size is also a limiting factor in CD-ROM proceedings and, as such, this should be carefully observed. Sue Pariseau felt that we should adopt national DSI regulations for our proceedings. After considerable discussion, a motion was passed that our proceedings be limited to 6 pages and 1 MB. Proceedings longer than 6 pages or exceeding 1 MB in size may be charged a flat \$50 fee (at the discretion of the Proceedings editor).

Action Item: At the March, 2005 officers and board meeting, Keith will report on the experiences with producing CD-ROM proceedings.

4. Jennifer Swanson reported on the 2006 NEDSI meetings. They will be held in San Juan, Puerto Rico from March 29th to March 31st (although we could go one day ahead or back on either the start or end date). These dates do not conflict with religious holidays. Officers and board members were indifferent between having a Wednesday-Friday or Thursday-Saturday conference.

She has gathered data on a specific list of hotels, and it would appear that the Caribe Hilton is our best site. It is the only hotel that is offering room rates under \$200. Other hotels she looked at include the Marriott and Wyndham.

She still needs to find a Local Arrangements Chair.

Action Item: At the March, 2005 officers and board meeting, Jennifer will provide an update on the 2006 meetings.

5. Snehamay offered a report on the 2007 NEDSI meetings to be held in the New York City area. It is still a little too early to approach these hotels about specific dates; he will contact them in summer, 2005. Based on his initial data-gathering, he estimates that Newark hotels would run about \$150 per night. He will determine rates for Manhattan hotels.
6. Rhonda Aull-Hyde discussed the 2008 NEDSI meetings. We had originally planned to hold these meetings in Baltimore. However, national DSI will take place in Baltimore in 2008. For this reason, we opted to change sites. The 2007 NEDSI meetings will now take place in Baltimore; they will be held in New York City in 2008.

Four out of the five Baltimore hotels that Rhonda approached are already fully booked for the March, 2007 period. The one available site, the Renaissance Harbor Place, is a great location but with some steep rates. They will not budge from a \$179 rate (not including taxes). Apparently, there is a new Marriott hotel in the area that offers great deals, but one would need to take a water taxi to get around. Overall, it is a rather poor location.

Larry suggested we don't go to Baltimore in 2007; Mark Davis proposed Annapolis.

Sue Pariseau asked for the maximum hotel rate we should be willing to pay. Mike Maggard indicated that with hotel rates increasing, we may be no longer able to get our traditional \$129-\$149 rates.

After some discussion, it was determined that Rhonda will investigate prices in both Baltimore and Annapolis, and report at our next meeting.

Action Item: At the March, 2005 officers and board meeting, Rhonda will report on hotel rates and availability in both Baltimore and Annapolis (2007 meeting options).

7. Chris Roethlein offered a brief report on the 2009 meetings. We anticipate holding them in Providence or Newport.
8. Snehamay provided a treasurer's report and budget for the 2004-2005 period.
9. Janelle reported on a few issues. Currently, a few initiatives are being discussed as to how regions fit in with the overall DSI structure.

She encouraged us to make a warm, welcoming environment for 1st-time attendees at NEDSI meetings. The use of ribbons to designate 1st-time participants was discussed. Rhonda encouraged us to invite New Faculty Development attendees from north-east schools to our NEDSI meetings. Dan Reid suggested that we send a letter to these New Faculty Development participants inviting them to the NEDSI meetings. To the best of the secretary's knowledge, no specific action item was designated in this case.

Janelle brought up some issues about the conference management system (CMS). A new CMS will be made available for our 2007 NEDSI meetings. We were approached by Al Avery, who would be happy to provide us with a system (free of charge). We opted not to use Al's system.

Tom Callarman is our new national President.

10. Janelle reported on revisions to the NEDSI bylaws and positions list. Our intent was to reduce the number of officer positions when no work was involved, or to find ways of assigning meaningful tasks to officer positions that have been under-utilized in the past. We discussed a number of current officer positions.

Minoo Tehrani reported on her duties as VP-Member Services. She attends the VP-Membership meetings at the national DSI conferences, and attempts to get new members to attend. Mark Davis suggested that Minoo write up the duties associated with the VP-Member Services position. In reality, all VP's should be submitting regular reports of their activities.

Action Item: By the next officers and board meeting, Minoo will develop a job description for the VP-Member Services position.

11. We then discussed a number of other positions. The original intent of the VP-Industrial Liaison was to bring in practitioners to our regional meetings. We discussed either eliminating it, or rejuvenating it. Snehamay proposed that we combine this position with the VP-Promotional Activities, but Sue felt that this latter position is already a big job in itself.

After considerable discussion, we proposed and unanimously passed the following changes:

- Eliminate VP-Industrial Liaison
 - The VP-Programs & Meeting is now the Program chair-Elect.
 - Eliminate VP-Interim Program
 - Eliminate VP-Planning and Development
 - Eliminate VP-Placement. Placement duties (involving setting up a display table at regional meetings) will now be under the responsibility of the Program chair, or could be combined with VP-Member Services.
 - The VP-Technology position has been maintained.
12. In response to a particular instance in which 2 of 3 committee members nominated themselves for position of President, it was requested that we review the nominating committee procedures.

Action Item: At the March, 2005 officers and board meeting, Janelle will report on the nominating committee procedures.

13. Ken Sousa will take care of posting award-winning papers on the NEDSI website.
14. Shaw Chen, reporting for Neset Hikmet, indicated that he (Neset) wants to continue supporting the health care award paper.
15. After encouraging folks to attend the evening's Hot Shots dinner, Janelle adjourned the meeting at 5:40 p.m.

Respectfully submitted,

Keith A. Willoughby
(for Nancy C. Weida)