

NEDSI Board of Directors Meeting

April 15, 2011 7:30 – 9:00pm

Location: Montreal, Quebec, Canada

Presiding: Ken Sousa

Present:

John Affisco, Snehamay Banerjee, Arthur Chen, Maling Ebrahimpour, Joy Field, Laura Forker, Doug Hales, Neset Hikmet, Beate Klingenberg, David Levine, Linda Boardman Liu, Mike Maggard, Paul Mangiameli, Larry Meile, Javad Paknejad, Susan Pariseau, Fariborz Partovi, Janet Prichard, Dan Reid, Luis Eduardo Rivera-Solis, Deb Sledgianowski, Ken Sousa, Kaushik Sengupta, Jennifer Swanson, Eric Stein, Minoo Tehrani, Angela Wicks, Barbara Withers.

1. Call to order.

The meeting was called to order at 7:30 a.m. by Ken Sousa.

2. Minutes Approval.

Paul Mangiameli moved that the minutes from the 2010 DSI San Diego meeting be approved. Janet Prichard seconded the motion. All in favor; the motion passed.

3. Final language for bylaws changes regarding term of office for VP-Promotional Activities.

Ken Sousa opened up the topic for discussion; no discussion.

Paul Mangiameli moved that the bylaws changes be passed; John Affisco seconded the motion. Susan Pariseau asked when the bylaws changes would take effect. Ken replied by the end of the year. Larry Meile said that the training for this position is minimal; the VP-promotional needs to attend the annual DSI meeting and introduce the new VP-promotional to key people. If the new VP-promotional attends only the NEDSI meeting, he/she won't be effective in the job. Ken said that the wording will be amended to state that the VP-Promotional Activities will be expected to attend the annual meeting of DSI.

4. Board of Directors and Officer attendance at meetings.

Ken suggested that BOD members and officers who have been asked to submit a report and don't attend a meeting should submit their report to the president before the meeting if they are going to miss a meeting. No further discussion.

5. Paper presenter attendance at meetings

Minoo Tehrani stated that she was unwilling to jeopardize someone's tenure or promotion by notifying that person's Dean that they didn't show up at a meeting.

Snehamay Banerjee was also against sending a letter to someone's Dean.

Linda Liu stated that everyone submitting a paper is an adult and should be responsible for following through on a promise they made to present their paper when it's accepted. They should bear the responsibility for not coming to a meeting when they said they would.

Susan Pariseau said that no-shows have a big impact on NEDSI. People won't come back if they attend sessions where one or more paper presenters don't show up.

Neset Hikmet said that the president or program chair should follow up with no-shows and ask why they didn't come; they may have a legitimate reason for not attending.

Minoo said that some people don't register until the last minute. A penalty already exists for no-shows; if a paper presenter doesn't register by the deadline, their paper isn't published in the proceedings.

Susan said that a broader penalty should be applied. If at least one presenter doesn't pay for the conference by the deadline, their name should not be in the program in addition to leaving their paper out of the proceedings.

Mike Maggard agreed with Susan.

Ken said that the motion put forth in the last BOD meeting states that a note is sent to the presenter, not to the presenter's Dean, Provost, or other supervisor.

Paul said that presenters need a procedure regarding which specific person should be contacted if they can't attend.

Ken said that a presenter should be responsible for finding an alternate to present their paper if they can't attend.

Doug Hales suggested contacting national DSI to see how they handle no-shows.

Minoo made a motion that a subcommittee be created to study the no-show issue; they can create a policy regarding how to handle no-shows. Neset volunteered to lead this sub-committee.

Linda stated that the motion should be to accept the wording created at the last Board of Directors meeting since the issue is how to get presenters to attend meetings.

Minoo's motion was voted on: 22 were in favor, 5 against. The motion carried.

5. Discussion of Campus Representative Program

Eric Stein put a description of the roles and responsibilities of the Campus Rep on the NEDSI Linked-in web site. This description has been there for about 6 months. 176 NEDSI members are already in the Linked-in group. Linked-in is an efficient means of communication.

There was a discussion regarding what recognition should be given to the Campus Reps.

Suggestions:

- a. Have all Campus Reps stand up and be recognized at the NEDSI awards dinner.
- b. Hold a reception for the Campus Reps in the President's suite.
- c. Hold a separate reception for the Campus Reps (in addition to the President's reception).
- d. Provide ribbons on Campus Reps' name tags at NEDSI meeting recognizing them as Campus Reps.
- e. Provide tickets for free alcoholic drinks at the President's reception.
- f. Send Campus Reps a thank you note.
- g. Send Campus Reps an e-mail welcoming them before the NEDSI conference.

6. New Business

Javad Paknejad reported on successes with fund-raising and other promotional activities

Good news: NEDSI was able to generate more money than last year. Javad recognized Minoo for her success with the conference and the money it brought in.

Bad news: The number of exhibitors at the 2011 NEDSI conference went down from five last year to two this year. Part of the problem was due to customs issues and the timing of the 2011 conference. Exhibitors at previous conferences had already committed to go to other meetings.

7. Treasurer's report

John Affisco reported that NEDSI lost \$7,500 on the 2010 Alexandria, VA meeting. NEDSI paid Marriott a \$2,000 deposit on the VA meeting and a \$1,500 deposit on the Montreal meeting. John stated that it's difficult to break even on meetings without some financial support from the host institution.

Minoo said that over 200 people registered for the 2011 meeting, raising \$40,000 in revenue. Sixty four new people attended the 2011 conference.

8. Report on 2012 NEDSI Annual Meeting

Angela Wicks reported on the state of the 2012 conference activities.

The 2012 conference will be at the Hyatt Regency on Goat Island. Conference dates are March 21-23, 2012. The hotel room charges are \$139 per night; we must be able to fill all 128 rooms reserved to get this discounted rate. Hotel rooms have been reserved for March 20th-24th, 2012. NEDSI is hiring the hotel to cater the event; if a minimum food and beverage charge is incurred, the hotel won't charge for the meeting rooms. The hotel has guaranteed the menu prices and given the food choices to Angela and Janet. The hotel quotes are based on a conference attendance of 180 persons. A tour of Newport

mansions is being arranged for Saturday morning because the mansions aren't open to visitors during the week.

Paul asked how often the Newport budget would be updated. The Montreal budget hasn't been updated since December. Ken said that he never got support from the Board so he didn't ask Minoos for monthly budgets.

Janet said that access to previous conference budgets would be helpful for her and Angela when they try to figure out their own budget. John said that national DSI numbers are calculated differently; budget numbers are difficult to access. Larry said that Angela and Janet need to contact the specific conference chairs for each conference to gain access to budgets. Snehamay said that the previous year's conference chair typically passes off all info re contracts, vendors used, etc. to the next conference chair but that the Treasurer should get copies of all contracts signed.

It was noted that there was no Call for Papers for the Newport meeting provided to attendees. The Program Chairs were asked to develop a flyer for the 2012 conference and give it to the participants during the gala dinner.

9. Report on 2013 conference

John Affisco said that April 5th -7th have been picked as the dates for the 2013 conference in Brooklyn, NYC at the Brooklyn Marriott. He has a commitment of \$5,000 from his Dean and Provost to apply toward the 2013 conference. Ken said that John needs to be sure that the conference doesn't fall on any religious holidays or near the tax filing weekend. Larry asked why NEDSI has moved away from March meetings. (Late March used to be the typical time for meetings.) Ken said that the reason is that most religious holidays are in March.

10. New Business

The 2011-2012 officer slate was distributed. All officers except for the secretary were reappointed for another term. Arthur Chen was appointed to be the new secretary. Arthur Chen, Effie Stavroulaki, and Deb Sledgianowski were coming off the Board: Matthew Liberatore of Villanova University, Pedro Reyes of Baylor University, Mary Maxwell of Quinnipiac University, David Wasieleski of Duquesne University, and Surendra Gupta of Northeastern University were discussed as new Board members. The actual slate presented included Liberatore, Reyes and Wasieleski. John Affisco said that if he is the 2013 Program Chair, he shouldn't continue to be the NEDSI treasurer. Snehamay was nominated but said that he doesn't want the job. Larry said that Deb is coming off the Board and should be appointed as an officer. Ken will ask her if she wants to be an officer on the Board. After the meeting, Deb was asked and agreed to be nominated for the position of treasurer. Larry reiterated that candidates for the Board should be people who have been involved in NEDSI for two to three years. Board membership allows officers to see these people and to decide who will move up. New people who are interested in being Board members can start off as Campus Reps. Neset, Ken, and Minoos said that the slate should be developed by the nominating committee

before the meeting so that the Advisory Council can comment on it, not develop it. The new slate was approved by those in attendance.

Ken has an old laptop and printer; he will pass these on to next year's Program Chair.

Ken suggested that NEDSI stop supporting the Hot Shots dinner at the national DSI meeting. Snehamay seconded the motion. Snehamay said that \$50 each wouldn't hurt individuals but \$2500 is too much for the organization. Sue Pariseau said that revenue and expenses must be considered but what you get as a conference attendee is part of the enticement to attend a meeting. Doug Hales said that \$50-\$60 for new people might have been prohibitive. Ken Sousa said that you need to show up when you say you'll attend (both the conference and the dinner); no shows cost. Fariborz said that NEDSI needs to change to the "make money" instead of "okay to lose" view. John Affisco said that NEDSI should consider a one-time raise in registration fee for the 2013 meeting due to the high cost of meeting in NY. Barbara Withers said that NEDSI needs to negotiate for and let the membership know about deals in the rooms. Fariborz said that the hotel negotiators are crooks. We (NEDSI Board & officers) are amateurs negotiating against professionals.

Snehamay made the motion to suspend NEDSI support for the national Hot Shots dinner until the Board reinstates support. His motion was amended to state that Board members would receive 50% support and no support would be provided for guests. Half were in favor, half against; the motion was tabled.

Minoo suggested exploring the creation of a NEDSI account that segments some of NEDSI's fund to create a debit card with a limit; the rest of conference expenses would be paid by check. (This would be instead of the in process account.)

11. Adjournment

The meeting was adjourned around 3:00 p.m.

Respectfully submitted,
Laura Forker