



04.10.05

## SSO Board Meeting Minutes Summary

Members Present: (By phone conference) Sandee Dunbar, Tara Glennon, Esther Huecker, Sheama Krishnagiri, Ferol Ludwig, Kathleen Matuska, Doris Pierce

Facilitator: Ferol Ludwig  
Recorder: Sandee Dunbar

### **Minutes**

The 9-21 minutes were unanimously approved.

### **Treasurer's Report**

Kathleen reported the comparison of membership revenue between last year and this year. Last year there was a total of \$3270.00, as compared to \$2630.00 this year. Tara explained that a contributing factor could be the transition to a fixed date for membership renewal. Kathleen is concerned about the difference and recommended that we continue to monitor this closely. Tara recommended that we focus on membership benefits, the PR plan, and web site improvement for increasing the membership

### **Conference Committee Report**

Sheama reported that the attendee goal has not been met. There are 20 more hotel registrants than people registered for conference. A payment deadline with penalties for late payments may need to be considered for the next conference. Doris also recommended that we consider a discount (such as \$10.00) for those who have their membership up to date. Sheama reported that the speakers are getting reminders to register for conference. Tara also sent out reminders last week to the members. Tara questioned if a lower number of attendees will affect the overall finances greatly. Kathleen recommended that we put this on a future agenda for further discussion. Discussion occurred regarding including some the aspects that influence conference attendance on the conference evaluation form. Doris recommended that this be included in the conference evaluation form at conference and the follow up survey as well.

### **Conference Program**

Sheama will make the opening remarks on Friday and introduce the Pacifica University President. Ferol will speak at the welcome reception in the evening. Sheama requested that Ferol set the tone in the evening meeting with references to participation and enjoyment. Ruth Zemke will introduce Jeanne for the Zemke lecture. Ferol will present the Kaleidoscope. Diana Bailey will have the kaleidoscope for Ferol. Pollie will present the toast to Jeanne at the Zemke reception. The Zemke lecture will be taped, but there are no arrangements for still photography at conference. Doris recommended that the next

Zemke lecturer be announced at the Zemke reception. Doris and Sheama will discuss who will make the conference closing comments.

#### Service Awards

The service awards will be given out at the end of the business meeting. Members of the board, as well as committee members will get the service awards. Discussion occurred regarding inactive committee members. However, due to an inability to accurately assess this, all members will be given awards. Sandee will give Ferol the list of the committee members that Esther sent.

#### Booklet

All items for the booklet need to be in by the end of this week. The names and positions of the Board members will be added to it. Sandee will provide member lists, including E-mail addresses and affiliations, which will go in the packet. Esther recommended that the Robert's Rules Primer go in as well. Ferol will bring the business meeting agenda to conference.

The Conference Committee will give a gift of \$300.00 to the museum. John is looking into a plaque.

#### Zemke tapes

Discussion occurred regarding the possible sale of the Zemke tapes at conference. Ferol recommended a package of the 3 tapes be sold, but stated that they would not be ready for conference. Following discussion, it was decided that orders will be taken at conference, although the tapes will not be ready. Ferol will look into pricing and Kathleen will look into whether or not we need to do a sales tax. Ferol will develop the order form. Tara suggested adapting the current registration form. Non-members will pay more for the tapes.

#### **Communications Committee Report**

Tara is working on getting some layouts to Sheama for the booklet. She has also changed the address for Sandee for membership renewals. Tara also reported that she will continue to work on the Communications Committee. She would like to follow-up on the SSO:USA web site. Board members expressed appreciation for her continued participation.

#### **Legal Committee Report**

Esther reported that the Legal Committee met recently by teleconference. Chuck Christiansen was recommended by the committee and has agreed to be the parliamentarian, as well as the timekeeper for the business meeting. The committee is continuing to work on the nominations process. Kathleen is a candidate for chair-elect, and Malcom Cutchin is a candidate for the Research Committee Chair position. Other persons have been contacted and are considering positions for Chair of Research, Communications, and Conference Committees. Sheama reported that at least four people will stay on the conference committee. No one is considering the Treasurer's position at this time. The Board suggested several member names. A flip chart at conference will be

set up with available offices and nominee names. Doris recommended that committee member positions run for two years to help with continuity. Esther asked committee chairs to send the names of any persons who wish to continue on that committee. The Legal Committee will provide a sign up list after the business meeting for members to volunteer for committee work. The list will have “continuing members” and sign up for the “potential new members”.

Esther reported that a review of the bylaws indicated that there is no need to change the bylaws regarding the two signature check signing. The Board can make a decision on how this is handled through a resolution. The current SOP gives the guidelines for check signing. Kathleen made a motion to continue with the policy for check signing, as stated in the Treasurer’s SOP. This was seconded and unanimously approved.

The Board agreed that another SSO member could make a nominee statement, if the person who is running for the office is not present at the business meeting.

Esther will continue to follow up on the limo insurance regarding the addendum to the insurance policy.

### **Business Meeting**

Ferol reviewed the business meeting agenda. Times for each section were discussed. It was recommended that the Strategic plan/PR plan be given more time under unfinished business. It was increased to 30 minutes. Doris will lead out in this discussion. The service awards will be added to the meeting agenda. The call to adjourn will be given by Esther. Sheama recommended that the specific JOS and tapestry drawings be mentioned on the agenda. Ferol will send a copy of the new agenda, with times to Chuck. The agenda in the conference booklet will not have the times listed. The nominee statements will be limited to two minutes. Written committee reports, with the exception of the Conference Committee report, will be given to Sandee on the day of the business meeting.

### **Zemke Nominations**

Doris will be meeting with her committee around October 15<sup>th</sup> to discuss the nominations. Six people have been nominated.

### **PR Plan**

The reviewed the PR plan with the specific two year goals. Discussion occurred regarding the feasibility of the goals. Kathleen emphasized the importance of pursuing this, due to a need to address member benefits. Sheama inquired about a discount for membership in an OS society, if you have membership in another. Doris said that this is being discussed by ISOS and stated that someone in SSO needs to be designated to reach out to this organization and be a part of it. Kathleen inquired about this role. Esther inquired about OTJR as another journal to be involved with. Doris reported that she just prioritized JOS for the two year goals. Ferol suggested an addition to the JOS related goal. She recommended that JOS give recognition to SSO for the publications that have been generated by the organization. Doris recommended a revision of the goal to include

“develop collaborative relationships with JOS, potentially including a reduced rate” as a separate item. “Establish other collaborative relationships with JOS, such as authorship credit from paper from conference” will be added as another goal. A motion was made to accept the revised version of the PR plan. This was seconded and unanimously approved.

**Other Business**

Ferol congratulated Doris Pierce for receiving a new grant for just under \$1,000,000. Doris described the interdisciplinary training grant. Board members expressed congratulations.