

SSO:USA BOARD MEETING MINUTES		
Issue	Discussion	Action
<p>06.12.07</p> <p>Present:</p> <p>I. Review of Agenda</p> <p>II. Secretary-JO</p> <p>A. Minutes</p> <p>II.B. Proposed procedure for documenting motions</p>	<p>Linda Buxell (LB), Virginia Dickie (VD), Betsy Francis (BF), Esther Huecker (EH), Judy Olson (JO), Pollie Price (PP), and Melissa Parks (MP)</p> <p>A. JO moved to approve the 06.10.05 Minutes – Board Meeting as distributed.; EF seconded.</p> <p>LB requested change in wording in the area of the Treasurer’s Report.</p> <p>Minutes approved with LB change.</p> <p>JO moved to accept the ABM minutes of 06.10.06 approved with addition of Malcolm Cutchin as present; seconded by LB.</p> <p>Minutes approved with addition.</p> <p>II.B. JO reviewed the proposed procedure for a more formal procedure related to motion tracking-see attached for procedure & motion form. JO moved to accept the tracking and documenting procedure; VD seconded.</p>	<p>LB to submit change to JO as final version; then to have posted on website.</p> <p>JO to provide LB with ABM Minutes for posting.</p>

	<p>into the conference budget. EH suggested separating the pre-conference institutes. PP suggested budgeting for honoraria.</p> <p>LB indicated that the '06 conference had already generated a profit of 23% and money was still coming in while all expenses were paid. The Conference Committee goal had been 8%; SSO:USA goal was 5%.</p>	<p>Need to budget for honoraria-EH</p>
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<p>IV. Communications Committee (LB)</p>	<p>Members of the CC are: Linda Buxell-Chair Tara Glennon (TG)-Website Manager Christine Walloch Kate Barrett</p> <p>Communications Report received and is attached</p> <p>MP asked re process for posting on SSO:USA website. Mass mailing goes through LB. EH asked what criteria are used for screening. LB: Guidelines are on the website; if for any reason, an item is deemed inappropriate, it will be returned to sender. EH summarized current procedure to post on website: contact LB and then send to TG.</p> <p>MP asked about instituting some way to collect member information on the website. EH did the online PayPal membership and suggested thinking about what type of information that you'd need to collect and perhaps it should be a survey after doing the membership process.</p> <p>Tara Glennon arrived on the conference call about 3:40 to discuss PayPal (PP)system. She still felt that it was the best way of getting money handled even though PP charges a % of the amount and a cost per transaction. At this time, when using PP, you can only pay for one transaction at a time. The "shopping cart" feature is an extra cost. A shopping cart allows the tallying of items purchased. LB is authorized on PP to "credit" someone for an error. For example, EH order needs to be cancelled and EH will redo.</p> <p>EH reported that PP charges 30 cents per transaction and then 3% of the total order. This cost is important for budgeting.</p> <p>VD asked that conference and membership be two separate items.</p> <p>TG: Need to create a procedure for what is done using PP since essentially SSO:USA becomes a "store." System suggestion:</p>	<p>VD asked LB & Committee to develop procedural re commendations re website</p> <p>MP and LB to work together on collecting member info re the website</p> <p>EH PP order to be cancelled and then redone.</p>
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	<ol style="list-style-type: none">1. internal email re: items purchased and demographics to Treasurer who verifies that payment has been made;2. Treasurer forwards to the Secretary3. Treasurer also responsible for Zemke tapes <p>TG indicated that a blanket membership reminder is sent to all in November. LB requested that Secretary should send out a trigger email to CC Chair at four times: August 31 September 30 October 15 November 15 With an updated membership list to generate reminders</p> <p>TG suggested that an electronic tickler system could be considered</p>	<p>Secretary will send out trigger emails to CC Chair with updated membership list at these 4 specific times.</p> <p>Electronic “tickler system” to be discussed at next board meeting (CC Chair)</p>
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<p>V. Research Committee (MP)</p>	<p>Research Report submitted and attached.</p> <p>Committee members include the following: Eric Asaba Don Fogelberg Gelya Frank Staffan Josephsson Mary Lawlor Catherine N. Sullivan</p> <p>VD asked if all committee members were SSO:USA members. MP uncertain.</p> <p>Question raised regarding the role that SSO:USA has with respect to Gelya's vision. MP asked Gelya to draft a summary of her initiatives.</p> <p>PP: (1) make sure that our Call for Papers reaches that audience; and (2) what about special interests groups being given a special place in the conference program?</p> <p>BF asked MP if the conference data has as yet been analyzed. An Excel tally was generated for Deb Rybski</p> <p>EH is creating a separate budget for the Pre Conference Workshop; need to build in honoraria needs</p> <p>MP wants a timeline for conference activities</p>	<p>JO to check if all RC members are SSO:USA members and report back to MP.</p> <p>JO to check CC members' status and advise MP.</p> <p>Conference Chair to send out Call for Papers to the various individuals/groups from anthropology</p> <p>MP will send out this tally to all board members</p> <p>MP and committee needs to create a pre conference workshop budget to January (EH to work with them) BF to forward timeline to MP</p>
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<p>VI. Legal Committee</p>	<p>Terry Peralta-Catipon is on leave of absence. Kristi Haertl will take position in January</p>	
<p>VII. Conference Committee (BF)</p>	<p>Nancy Furgang is site coordinator for 2007 conference. Conference contract has been signed with Hotel Albuquerque for the dates of Oct. 25-27, 2007. Committee's 1st meeting was held on 11/11/06. Conference theme is "Crossroads of Culture and Occupation."</p> <p>"Save the Date" will be posted on website in January.</p> <p>Call for Papers will be moved up to February.</p> <p>Posters are being considered.</p> <p>LB questioned capping conference registration. BF reported that the 06 conference had been capped at 105 according to a Board decision. 75 rooms have been booked and Hotel has 188 rooms.</p> <p>VD queried the board regarding limiting size of conference; PP requested a full discussion of the issue.</p>	<p>JO to confirm dates & place with Zemke lecturer and then hand over communication re lectureship to Deb Dougherty. BF to contact LB with announcement.</p>
<p>VIII. Old Business</p>		<p>Limiting conference size will be added to next month's agenda:VD.</p>
<p>IX. New Business-VD</p>	<p>VD – beginning to take stock:</p> <ul style="list-style-type: none"> (1) Doing well: conference; increased diversity; increased quality and scholarship (2) What else do we do well? EH: structure of the organization; passing on financial stability <p>EH wondered about other directions besides conference. JO noted healthy bank account, therefore, is it time to:</p>	

	<p>(a) support some research and/or (b) develop leadership</p> <p>PP: ?membership committee: plan to grow membership (See Strategic Plan to increase membership) *No membership committee *Every member invites another to be a member *Need concerted effort to reach out *Created something that structures research</p> <p>LB noted that in October 05 a membership plan was approved by the Board.</p> <p>BF wondered about motivation to join SSO:USA: what is the incentive? Maybe an incentive is for SSO:USA to do something that invites publication.</p> <p>VD commented on the publication of longer abstracts on CD that would be sent to conference participants and non-conference attendee members</p> <p>VD wondered about a “Best Graduate Student presentation” that could be submitted to JOS and receive a monetary award, like \$200.</p> <p>EH indicated that the bank account has \$34,000. and that is enough to back the conference. VD wondered how much could be spent on research supporting activities.</p> <p>PP suggested that to support scholarship a “Writers’ Network” should be formed for mentorship and support of publication of papers presented at conference; could be conference call or internet-based</p> <p>EH needs to know about conference calls that need to be budgeted for LB indicated that phone bills would need to be submitted; if someone is “donating” phone call bills, then a bill should be submitted and a receipt</p>	<p>LB will send to all Board members; add to January agenda under “Old Business”</p> <p>VD will send CD info to BF and Conference Committee to investigate</p> <p>EH to do an estimation.</p>
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	<p>generated.</p> <p>JO moved to adjourn at 4:45; PP seconded.</p>	<p>Board members to advise VD re times for phone meetings</p>
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