

# Community Development Society

## Board of Directors

May 18, 2011

1:00 p.m. CST

Meeting Notes

*TO DIAL INTO THE CALL, DIAL 1-815-753-0024*

*Norm, Brent, Mary, Connie, Lori, Steve, Tim, Esther, Anne, Linda*

*Late: Mark, Paul*

*Missing: Esther, Karen, Sharon, Christina*

*Meeting called to order at 1:02*

### **I. Call to Order and Approve Agenda:**

Norm

Agenda modified to include webinar report on the consent agenda and to move awards and POG to old business

### **II. Consent Agenda (Information only, minimal discussion)**

- a. Review of Minutes: Mary
- b. CDS Business Office Report: Lori
- c. Update on POG Revisions: Sharon/Lori
  
- d. Board Conflict of Interest, Member Com: Sharon/Lori
- e. Communications Committee: Anne
  - Social Networking Subcommittee: Paul
  - Vanguard: Tim
  - CD-Practices: Anne
  - Emerging Issues Policy Forums/Program: Tim
- f. Membership and Marketing Committee: Christina
- g. CDS-IACD Spring Newsletter: Esther
- h. Awards Committee: Gisele Hamm (report)

### **III. Treasurer's Report:**

Linda

#### a. March Financials

Income and expense statement most useful. We have received all the income we will receive for the year; but we haven't spent all we will need to spend which gives us a skewed view. There is a net \$5000 loss because the payable to MF needs to be moved out of current expenses which improves our cash position.

There are some indications that we could not achieve our budget goals especially in regard to professional development and publications. When we see things changing from the budget projections, we need to act soon to make adjustments. We need to start looking at how dues are coming in as well as conference registrations. Adjustments mean we need to spend less or make more money.

Big issue is the webinar – can we make money off them?

Dues notices have gone out. With July 1 deadline for membership, and people can pay dues at the same time.

Action step suggested is to call people who have not renewed in August. Suggestion that board members get involved as personal relations make a real difference. They made calls recently to those who had not renewed; Lori has seen no results.

Linda will need financial reports for the membership meeting in July

#### **IV. Committee Reports Action Items**

##### **a. Finance Committee**

Linda

Finance and endowment reports were sent out.

They are vetting the language with donors to make sure the language is consistent with how they fund was set up. Bradshaw – checking with Deb Markley; Kris is checking with the Nichols family especially in regard to language about scholarships being available to US students.

If language is approved, the announcement of these criteria will be made in Boise. There are questions about when to make these and related announcements in Boise

Linda moved acceptance of the report (; Brent seconded. Motion passed.

#### **V. Old Business**

##### **a. 2011 Conference Update**

Brent

Information on time and dates will come out on Friday. Issues with the Interest groups being very slow on getting back to the program planners. Goal was to have all the RIGs and CDS committee meetings were breakfast meetings. There could be some possibilities for lunch meetings on Friday.

Not doing the same number of meals to try and save money.

Trying to make the conference website clearer and highlight the presence of CDS. Will also highlight the sessions that will be organized by CDS members. Lori on the website and the Vanguard will highlight CDS participation. Had close to 400 submissions – eliminated those without all the fields filled out and several that were inflammatory and some that were not ready and some of those folks chose not to do posters.

RSS will have a 55% loss or gain; CDS 45% loss or gain.

There will not be a virtual conference; several companies bid to do streaming and cheapest was \$20,000. Many mini conferences but logistics in Boise were too expensive. Audi-visual – we should not have to pay for projectors and we will ask people to bring their own computers. We will need to pay for microphones and screens and data carts.

Mike and Brent are working on moderators. RSS has someone working on it.

Brent will send the most up-to-date spreadsheet. He will double check with Mike on finalizing the schedule. They have had at least 2 dozen requests to move sessions, so it will be continually updated. The Idaho sessions are totally separate, and we will have some joint sessions. They will only be going Friday and part of Saturday and will participate in the Thursday night out. The contract has a split for the loss. It will make a difference if people indicate CDS or RSS. Some people are required to ask for the government rate, but they need to ask for it as part of the conference block in order for it to count toward our block.

There are issues with registration and the RSS site – talks about RSS annual meeting not anything about CDS. Need a very specific set of steps.

Volunteers need for conference. Lori put together a grid for what volunteers for the various things. Mike and Brent are bringing some volunteers and some will be there from Idaho. Not only registration but also LCD projectors and the silent auction – take down and put up everyday. New process means that volunteers will have to help with getting payment, credit cards, etc. and getting the items to people. Needs to be someone comfortable with the process – maybe 5 to 6 people.

Grid was included with attachments; share with as many people as possible.

There will not be a board meeting after the conference. The new board will work before the conference and try to do other work during the conference. Board meeting will be 3 to 7 on Wednesday; and 8-10 on Thursday. The joint breakfast will be at 7 a.m. Connie and Anne can stay on Sunday. Tim leaves at 2; Steve has an evening flight out. Mark also cannot stay.

b. Webinar Committee Chairperson Needed Norm

Norm has not had much interest in the webinars. Mary will work on the webinars. She will ask for input about what people really want to pay to learn about. We will have to decide on the platform.

People thought we should do an electronic survey. There are still questions about the market. So many are offered for free. Norm will help wherever he can. James Wilcox had agreed to be co-chair. Mary will follow up. Connie will stay on the committee.

POG issues:

Questions about do we consider it a resignation if people miss two meetings with unexcused absences. Suggestion to include language unexcused absence – excuse will be sent to board president. Mary and Sharon refine.

Sharon Linda moves, Tim seconded.

Change the POG and bylaws to responsibility to **seek** two eligible candidates for each position.

Linda moved and Connie seconded.

Eliminate section A. 24.6 because we have liability coverage for the board. Linda moved; Tim seconded and motion passed.

Electronic teller counts the ballot, and we get one request which is counted by the business office. This section needs to be rewritten. Voted ballots are returned to the business office and tallied by the software, and the business office counts paper ballots.

A.28.1 eliminate except for secretary notified candidates.

We are required to notify membership of duly called meetings. We have not followed this as we have taken action at all our meetings. We will have to call the meeting and notify the membership. Once the board agrees on a meeting date, we send it out to the Vanguard or send something on the constant contact or the listserv.

Changing 11-13 on meetings to match current practice but with the notice requirement. Motion to accept Linda; Tim seconded, and motion passed.

We accepted all the other changes in the draft document and will ask Sharon to make those changes.

## VI. New Business

a. Search for Journal Editor Anne

Rhonda's term expires in Aug. 2012 and she wants to pass it on. The communications committee will begin working on it so it can be announced at the 2012 conference. The job description will include all the electronic information. The plan is that the editor will step into a functioning system.

b. Journal Special Issue Books-Royalties Anne

Rhonda has been working with Rutledge. There will be an organizing editor for of those issues. The way it is designed is to be self-sustaining and some monies will come back to CDS. Didn't change royalties for overall, but 2% for the books. The book series will be primarily two per year; the special issues book series would take special issues and turn them into books marketed to libraries.

Action – is the board willing to take 2% instead of 2.5% on the royalties from the books. She was trying to switch some royalty money to subsidize the editorial process and maybe provide

some money for the editors. We have not budgeted any of these royalties, so no impact on current budget. The publisher has a 6% royalty cap so the price would be lower. The idea was to provide some royalties to help editors and lowering the price. CDS still holds copyright for these materials.

As a board, we also need to endorse the idea of developing this series.

Anne moved that we sign the amended contract with the 2% royalty for book series. Mark seconded, and motion passed.

c. Linda and Anne are looking at the technology CDS is using and for what. Linda will put together a grid on etch and sketch to help us make some good decisions on what software we are using and for what. There was also discussion on the website that a lot of information should not be behind the firewall. There was also discussion about privacy issue. It is suggested that people have an option to have their information no released.

d. Discussion on opening the awards up again to May 27<sup>th</sup>. The committee has already made decisions for some awards, so it is confusing. Discussion on whether we should be open or not. But we can also find a way to give something to Anne Casey and Aspen Inst – presidential award for contributing to the field.

We decided not to suggest opening it again. Also want to look at some way to recognize the work of Sue Bandy after the New Orleans conference. Other names have also been raised.

**Adjourned 2:57 p.m.**