

Minutes of AAAE Board of Directors Conference Call
April 26, 2012
Greg Miller – Presiding

Members on call: Greg Miller, Greg Thompson, Susie Whittington, Debby Boone, Tracy Kitchel, Jim Connors, Mike Spiess, Tim Murphy, Steve Frazee, Roger Tormoehlen, Emily Rhoades, Matt Raven, Daniel Foster, David Jones and Marilyn Trefz.

Greg Miller called the meeting to order at 2:00 p.m. EST.

First item of business was the approval of the minutes from the February Board of Directors meeting. Mike Spiess moved to approve the minutes, Roger Tormoehlen seconded the motion. Minutes were approved.

AAAE Awards

The AAAE Board received recommendations from the various award committee chairs for AAAE Awards. All recommendations to the Board were approved and will be listed after the National meeting in Asheville, NC.

Distinguished Research: M. Susie Whittington, Ohio State University

Distinguished Teacher: Andy Baker, Southern Illinois

Outstanding Educator: Jim Flowers, North Carolina State University

Outstanding Early Career: Emily Rhoades, Ohio State University

AAAE Fellows: David Doerfert & Beth Wilson

AAAE Senior Fellows: Lloyd Bell & Jack Elliot

Honorary Membership: Jay Jackman, Texas A & M

Life Membership: Glenn Shinn & Bill Camp

Kahler Award: Alexis Lamm, University of Florida

Thesis Award: Lindsay Nobbie – Purdue University

Memorial Briefs: Alford Krebs, Penn State; John Coster, North Carolina State University;

Dewey Adams, Ohio State, Lowell Hedges, Ohio State University, & Warren Kelly, West Virginia University

Memorial Briefs have been received for four individuals, they include: Alfred Krebs – Virginia Tech; John Coster – North Carolina State; Dewey Adams and Lowell Hedges – Ohio State. An inquiry was made as to how memorial briefs will be handled at the conference – Greg Miller indicated he would like someone from the respective institutions to present the memorial briefs.

Any Issues/Recommendations for the Award Selection Process

Steve Frazee indicated he had received comments from several of the committee members on ranking the individuals within the current page limits. Some applicants provided great detail; others developed bullet points. It was suggested that rubrics be created for evaluating the awards.

Debby Boone asked if we should move the date back to March, there was no action taken. Matt Raven indicated the date was not so much the problem, as knowing what was expected.

Susie Whittington indicated changes were still needed on the Fellows Award application, the guidelines need to be changed to reflect that only one pdf file needs to be sent rather than 8 hard copies. Folks seemed to feel that the on-line process worked well.

Steve Frazee indicated that we need to clarify what materials are to be submitted for the Early Career Award. Discussion ensued as to whether or not there should be a one page letter from the nominator and a 2 page vitae. Is a 2-page vita enough? Decision was made to recommend a 1 page nominator letter and 3 page maximum page limit on the vita.

AAAE Ballot – Susie Whittington

Susie did not include Mike Spiess' position as Vice-President of Communications on the ballot and she thinks she should have. Debby checked and noted it was in the February minutes as being up for re-election. Susie needs to add that and re-send the call for nominations.

AAAE Conference Planning

Marilyn inquired about the number of SIG sessions on Friday morning as we are tight on meeting room space for all the groups. Daniel Foster reported that all eleven SIGs will be meeting and suggested that people sign up for the SIG during registration. Locations of the SIG meetings could then be assigned/reassigned based on numbers. Marilyn will make sign-up sheets for the various SIG sessions. Room assignments will be announced during the business meeting on Thursday morning and locations will be posted.

Sign-up sheets will also be posted during registration for the two tour times to the Biltmore. It will be important to note that sign-ups will need to include both members and their guests. Everyone needs to sign up for bus times to the Biltmore.

Sponsorship – NAAE will be sponsoring the ice cream social and will have a full-page advertisement in the conference program book. David Jones and Gary Moore are continuing to work with potential NC sponsors – they plan to have goody bags and other possible sponsorships.

Conference Site Selection Process – Greg Thompson

Greg Thompson reported that the 2014 National Conference will be in Utah; both Salt Lake City and Park City were offered as the two options.

Greg asked if there was an association policy about negotiating the location and the arrangements with hotels. Greg Thompson is uncertain as to the arrangements that have been made in Utah for 2014. Greg Miller stated that the Board needs to be involved in the selection of and negotiation with the hotel. The President is the person to sign the contract and both the President and the Treasurer are bonded and responsible.

It was suggested that a document should be created to explain the process of selecting a site and negotiating with a facility.

Susie reported that we are supposed to be using Helms Briscoe – many years ago Gary Moore instituted an agreement with Helms-Briscoe and that it has been used in the recent past in Florida, Nebraska, and this year in North Carolina. For the 2013 conference in Columbus Susie chose not to go with the Helms Briscoe recommendation, as she preferred to locate the conference in downtown Columbus.

Greg Thompson then asked about the process to follow for 2014 in Utah; do we need to approve the two suggested sites, or do we let Helms Briscoe investigate the state. Greg Miller suggested that we let the state select the city and then work with Helms Briscoe to gather the appropriate information.

Mailing List and Listserv Solicitations

Greg initiated a conversation about how to handle requests for the purchase/distribution of the AAAE mailing list, as there have been some recent requests. Should we have a policy on this? Should we sell these lists at times or shouldn't we? Should this go up for a vote of the members? Comments were shared about the preference to not sell or give the AAAE e-mail list. Greg asked for a motion; conversation continued. Matt Raven asked if such a policy would pertain to someone who wanted access for research purposes. What if another association such as ACTE wants it? There may be times when we want to share our list. Tracy Kitchel moved; second by Greg Thompson – we will not sell our lists for commercial purposes, but in the case of educational or research purposes the Board will make the determination on whether the list would be shared. Motion carried.

Other Business

Certificate Printing

Printing the certificates at the conference for the award luncheon – research and poster items. What materials does Matt Raven want to have available? Matt will contact Brian Warnick and confirm.

Marilyn has purchased a box of certificate paper and paper holders and is be prepared to print them on site. As for the number needed, it is estimated to be prepared for the five for each award, to accommodate multiple authors, misprints, etc. Those responsible for signing the certificates will need to allow sufficient time to do so. Marilyn will be in touch with Brian Warnick to coordinate.

Awards Luncheon

It was decided that memorial briefs would be given at the same time as the Distinguished Lecture. Greg Miller will coordinate the briefs with individuals from each institution presenting the memorials; and a photo of the individuals being remembered will be shown on the projection screen.

Who will be responsible for presenting the various awards at the Annual Meeting?

- Poster Presentation Awards – Greg will check with Daniel Foster
- Research Presentation Awards – To be announced
- Kahler Dissertation Award – Matt Raven
- Thesis Award – Matt Raven
- Author of the Year – Chair of the Managing/Editing Board

- Outstanding Early Career – Steve Frazee
- Honorary Membership – Steve Frazee
- Outstanding Educator – Tim Murphy
- AAAE Fellow and Senior Fellow – Susie Whittington

We have one more award to approve. Greg Miller will have Steve Harbstreet send that information out to everyone and then notify Debby so she can record the vote.

Respectfully submitted,

Deborah A. Boone

AAAE Secretary