

AITP EDSIG BOARD MEETING MINUTES

A meeting of the Board of Directors of the AITP EDSIG was held in Orlando, Florida on Friday 8 February 2013 beginning at 01:00 PM, president Wendy CECCUCCI presiding.

The following elected directors attended:

Jeffrey BABB
Eric BREIMER
Nita BROOKS
Wendy CECCUCCI, President
Scott HUNSINGER
Muhammad MIAH
George NEZLEK
Michael SMITH
Leslie WAGUESPACK, Vice-president
Peter WU

The following ex-officio board members attended:

Alan PESLAK, immediate past president
Kevin JETTON, FITE coordinator and conference planner
Susan KRUCK, JISE editor

The following were absent:

No one.

The following others were present:

No one.

WELCOME

- CECCUCCI welcomed everyone to the meeting.

MINUTES

- SMITH presented minutes of the 2012 Fall BOD meeting in New Orleans. Several minor changes were made. WAGUESPACK moved and BREIMER seconded the approval of the amended minutes. Approved.
- SMITH said he will post approved minutes to the website. WAGUESPACK and HUNSINGER requested and SMITH agreed to send an email reminder of the minutes posting and a password reminder to all board members.

OFFICER REPORTS

Treasurer

- NEZLEK reported that we are roughly in the same position that we were a year ago—a loss of about \$600 for the year. We have about \$20K in the bank and all the bills are paid. JETTON presented NEZLEK with the check for \$8159 from ISECON 2012 along with supporting detail. He presented his budget and discussed aspects of it. Sources of income will now be more accurately reported thanks to his and KRUCK's work. He fielded questions regarding the 2013

budget and its relationship to the 2012 actuals.

- NEZLEK presented his to-do list for the next year. Included on this list is our ability to take in money through Paypal. He reported that he has been unsuccessful in his attempt to find an alternative to Omnipress for JISE publication. He asked us to consider ways to control our travel expenses for the non-conference board meeting.
- NEZLEK spoke of his reasons for using Excel instead of accounting software to keep track of our income and expenses.
- JETTON explained what expenses we comp for the EOY recipient—we give a discount we receive back to the hotel to cover this cost. There was extensive Q&A on this and the issue of paying for the EDSIG Fellows in which NEZLEK and JETTON did most of the explaining.
- NEZLEK reported that AITP files tax returns, not us, because we are a subsidiary of them.
- PESLAK moved and BABB seconded to accept the report, with the exception of the 2013 budget, which will be discussed later in the meeting. Approved.

Membership

- HUNSINGER and CECCUCCI presented his report. CECCUCCI has been in touch with Bill Fly. Memberships seems to be down compared to past years but past numbers are suspected to be too high. CECCUCCI explained the difficulties with the AITP website and the default enrollment option and answered questions from board members. Because EDSIG membership button defaults to “on”, we think they are members and provide them the journal, but we have not been getting those dues—that is \$4K. There was much discussion about why AITP does not seem to be able to handle this.
- CECCUCCI reported that KUBILUS said that difficulties with YM should be resolved within a year. AITP has been asked for \$4K in EDSIG dues that we believe they owe us but we do not know whether they will pay.
- CECCUCCI now has the list of everyone who has been reported to us from AITP as a member but whose dues have not been collected and how much they owe.
- There was some discussion of ways that we might resolve the situation with JISE subscriptions. KRUCK expressed her concern about the validity and source of the subscription list she receives. (She has a new issue going to press on Monday.)
- JETTON opined that we need an EDSIG officer to be AITP-membership requirement enforcer.
- WAGUESPACK moved and PESLAK seconded that we ask AITP to reimburse us for \$25/person for people reported to EDSIG as members for which EDSIG dues were not collected—a misreporting of EDSIG membership that led to expenses on EDSIG's part. We ask AITP to work with EDSIG going forward to ensure to the accuracy of membership reporting. The wording of the request will be refined by subcommittee. Approved.
- There was more discussion on JISE subscriptions and EDSIG membership and the Fellows, etc.
- PESLAK will craft a letter to Fellows regarding payment of EDSIG dues by Fellows who did not owe but from whom dues were collected. They will be given the option to let it rest as a donation to EDSIG or request a refund.
- It was generally agreed that, if AITP does not help us out with the \$25/person in non-forwarded dues, CECCUCCI may move forward pursuing other recourse at her discretion.

Vice-president (Educator of the Year)

- CECCUCCI passed out the material on likely recipients. WAGUESPACK also brought up the names of several other possibilities, created with some input from the Fellows.
- WAGUESPACK pointed out that recently we seem to be recognizing writers of textbooks.

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There was extensive discussion of the criteria for selection.

- Choices were presented. VALACICH was the Board's nominee and, should he accept, will be honored next year.

ISECON 2012 Summary Report

- JETTON referenced the financial summary he had already distributed and discussed sources of costs. He pointed out the significant contribution of Tom JANICKI and UNC-W for the Wilmington conference which kept the cost there down. He discussed various things board members did to save money in New Orleans on Internet charges, which offset some of the higher food charges. We had only 4 cancellations due to the hurricane. The sponsor and exhibitor presence was essential to the conference breaking even. He reported that 159 paid to attend. There were 17 paid guests. Total count including non-paying was 201 less 4 lost for the hurricane. He had anecdotal evidence that we would have had at least 5 paid registrations on-site were it not for the weather. Food costs will go down in San Antonio but taxes will be higher.
- JETTON briefly mentioned the possible price increase and the need to get more people to come.

Board Position Elections

- CECCUCCI asked people who are interested in positions to let her know this evening. She and WAGUESPACK described the duties current and going forward of the membership chair for the enlightenment of new board members.
- The matter of elections was set aside until tomorrow to give people time to talk with CECCUCCI.

FITE Update

- ADAMS had submitted her report to the Board via e-mail the previous week. CECCUCCI passed out copies. JETTON fielded questions regarding the report, for example, the AITP NCC.
- JETTON briefly described FITE for the benefit of new board members and answered questions. It was generally agreed that FITE's support for conference operations is essential.

FITE Contract Review

- CECCUCCI passed out copies of the agreement of AITP-EDSIG and FITE. JETTON mentioned a few items about which his people in FITE had requested clarification, notably regarding what Fellows and the EOY are entitled to at the conference, specifically page 9 items 7-11. JETTON requested more detailed information on item 10, especially who pays for what. There was some discussion of the proposed agreement.
- WAGUESPACK moved and MIAH seconded to approve the contract as updated by CECCUCCI and Bryan REITHEL and to authorize CECCUCCI to sign it. Approved. CECCUCCI signed the contract in the presence of the board. JETTON will scan copies and e-mail to appropriate parties.

ISEDJ/JISAR Update

- BROOKS spoke about progress at ISEDJ, including numbers of articles published. She reported that Tony SCARAPIGLIA agreed to be the editor of a special edition on teaching cases. There was some Q&A regarding acceptance rates.
- HUNSINGER presented his report on JISAR and the current state of reviews on-line. There

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was some discussion of the criteria of selection of papers for JISAR and the possibility of building up the number of papers on applied research. There was some discussion of creating other avenues for getting articles in the journal.

Website Update

- BREIMER presented the website on the projector. EDSIG website update is in progress using a template provided by Twitter called Twitter bootstrap--a framework designed for a wide range of mobile devices. He demonstrated the function of the framework. He remarked that Twitter is providing it for free to encourage people to use it.

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ISECON/CONISAR 2013 Update

- BROOKS moved and NEZLEK seconded to appoint Tom JANICKI and Les WAGUESPACK as co-chairs of ISECON 2013.
 - WAGUESPACK spoke about various details of how they plan to divide the work up to help WAGUESPACK be chair for ISECON 2014. There is much good to the organization in having several people who can help with this.
 - Approved with WAGUESPACK's abstention.
- WAGUESPACK presented his and Tom's report and explained aspects of it.
- JETTON passed out the proposed schedule of ISECON/CONISAR 2013 registration fees and categories, explained aspects of it and fielded questions. The proposal included an increase in registration fees, no increase having been made for at least 5 year. (Nobody could remember the early registration not being \$395.) It was obvious that there is much confusion about AITP membership and paying.
- There was a wide-ranging discussion of the registration fees increase. WAGUESPACK pointed out the need to have more data about our membership and their other conference/association activity and there was much discussion of this.
- CECCUCCI moved and BROOKS seconded to raise conference baseline registration fee from \$395 to \$450. Approved 4-3 with several abstentions.
- There was discussion of other revenue ideas from the report.
- CECCUCCI will get AITP to wordsmith something on the registration page where the selection options listing EDSIG membership benefits.
- There was general discussion of the \$100 second paper fee. WAGUESPACK moved and BABB seconded to adopt the \$100 second paper fee for papers presented when we have gotten only 1 registration fee. (Revenue idea #2 of the report). Approved.
- There was general discussion of idea #3, the "paid" workshop idea.

ADJOURNEMENT

- Meeting was adjourned for dinner at 4:55pm. Breakfast will be tomorrow at 8:30am and the meeting will reconvene at 9:00am.

MEETING RECONVENED

A meeting of the Board of Directors of the AITP EDSIG was reconvened in Orlando, Florida on Saturday 9 February 2013 beginning at 09:00 AM, President Wendy CECCUCCI presiding.

The following elected directors attended:

Jeffrey BABB
Eric BREIMER
Nita BROOKS
Wendy CECCUCCI, President
Scott HUNSINGER
Muhammad MIAH
George NEZLEK
Michael SMITH
Leslie WAGUESPACK, Vice-president
Peter WU

The following ex-officio board members attended:

Alan PESLAK, immediate past president
Kevin JETTON, FITE coordinator and conference planner
Susan KRUCK, JISE editor

The following were absent:

No one.

The following others were present:

No one.

Board Position Elections

- CECCUCCI conducted the election of board-appointed officers. The following were elected:
 - NEZLEK as treasurer.
 - SMITH as secretary.
 - BABB as membership chairperson.
 - It was generally agreed that BREIMER would continue his support of the website.
- CECCUCCI spoke briefly of the need for people to “move up” in positions rather than sitting on them indefinitely.

EDSIG Fellows Recognition

- PESLAK reported the recommendations of the current Fellows which had been conveyed to board members through e-mail by CECCUCCI. There was extensive discussion of criteria and the intent of the standing rule passed at the Baltimore meeting. It was generally agreed that non-voting representatives on the Board count as board members.
- **Standing Rule Vote: CECCUCCI proposed a standing rule that the Board will have an official preference for creating one new Fellow per year though the Board may recognize more or fewer at its discretion. BABB moved and NEZLEK seconded. Passed.**
- There was extensive discussion of the criteria.
- The board chose by a vote of raised hands to limit the number of new Fellows to one this year.
- By vote of raised hands, ABC was chosen (with abstentions of several newer board members).

ISECON/CONISAR 2013 Update (resumed from yesterday)

- The group took up recommendations for increasing attendance and revenue with item #3 on Tom's list from the Wilmington wrap-up.
- JETTON and WAGUESPACK brought up and discussed the possibility of getting USAA or VISA involved as a sponsor or source of speaker.
- There was a wide-ranging discussion of topics for workshops, considering what might help attendees maintain PQ status including HTML5, Google, Mobile Applications, Data Mining, Javascript/Java, Twitter Bootstrap, Cloud Application Deployment, Visual Studio, etc. WAGUESPACK asked that everyone who floated an idea write a few sentences to him so he could forward the ideas to LAVERTY (a.k.a. "Packy").
- There was a wide-ranging discussion of timing, duration, marketing, payment (or not), etc. in the area of these workshops. How long should workshops be—25 minutes was just not enough. Perhaps do them on Thursday? Schedule them based on expressed preference of attendees? Move the board meeting to another day to enable members to attend/lead workshops? Fuller schedule on Thursday for workshops? Long lunch between morning/afternoon sessions? Many ideas were brought up.
- HUNSINGER reported that the conference chairs have already enacted the recommendation to move the deadline dates to 6/1, 7/1 and 8/1 in order to give more time for better reviews. This is now a de-facto policy.
- Ideas were floated for a conference theme for San Antonio. ISECON/CONISAR have separate themes, keynotes? BROOKS remarked that we don't seem to do much to project a theme compared to, for example, ICIS. WAGUESPACK will take all this under consideration.
- KRUCK notified the board of the possibility of using an App called "My Itinerary" to enable people to create their own program. Her remark was that it was very handy for attendees. BREINER will look into it.
- PESLAK brought up the idea of having track chairs be presenters in their sessions.
- BABB volunteered to do data analysis of the attendees.
- It was generally agreed that workshops will **not** be limited to ½ hour at upcoming conferences as happened at the last one.
- CECCUCCI brought up the idea of moving the board meeting to clear time for workshops. The board discussed this and the idea of splitting the meeting into two shorter sessions. Make the board meeting a working lunch? The board reached consensus to split its meeting in San Antonio:
 - 1130am-130pm Thursday (during a working lunch catered by the hotel)
 - 600pm-800pm Saturday (before dinner, which will be late)
- JETTON spoke of his efforts to control costs for dining in San Antonio. It was agreed that we will not offer drink tickets in the package at San Antonio.

JISE Update

- It was agreed that Fellows not receiving JISE currently should include complementary copies of the journal going forward with no end date. CECCUCCI will provide addresses to Kruck.
- There was a discussion of sources of problems with the JISE mailing list, an extension of our continuing problems with getting good membership lists from AITP.
- KRUCK asked NEZLEK for the \$200 currently owed JISE and he said he would pay.
- KRUCK presented her financial report and answered questions.
- NEZLEK reported on his attempts to find a replacement for OmniPress. There was a discussion of giving subscribers the option of opting out of/into receiving a hard copy. It was generally agreed that whatever we do KRUCK will not be responsible for running on-line access to JISE.

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- KRUCK presented her submissions/management/access report and answered questions.
- KRUCK's assistant is close to rolling out a new website that will look good on mobile devices!
- KRUCK proposed that we publish a code of ethical research conduct—one of the issues being ensuring the originality of work submitted to JISE. HUNSINGER and BROOKS remarked that ISEDJ/JISAR have verification of that at submission already. There was discussion of what the cutoff for “used” content is. PESLAK volunteered to chair a committee that would draft a statement. KRUCK will serve on it as well.
- CECCUCCI volunteered to allow JISE to use the EDSIG Paypal account to handle JISE subscription payments. She is doing this in her capacity as president of the EDSIG and as the contact person on the EDSIG account.
- WAGUESPACK moved and NEZLEK seconded to allow JISE to spend \$250 for summer support of an assistant. Approved.
- There was discussion of the process by which the board influences editorial policy, for example, the acceptance rate and the nature of sought submissions. Should there be a subcommittee of the board that oversees JISE and makes these kinds of decisions, in lieu of them being the de facto province of the editor?

LUNCH

- Meeting was adjourned for lunch at noon. Meeting resumed at 130pm.

ISECON 2015 Selection

- JETTON presented a report on the hunt for a location for ISECON 2015, including a description of the upcoming renovation of the Royal Plaza and its rebranding as “B”. There was discussion of what a conference “fun” activity would be in this location—something that does not require a bus and that is more than simply an “offsite” dinner. Room rate would be \$139 + (probably) resort fee. It was opined that any “resort fee” be rolled into the room rate to avoid confusion—do we have control over their billing line items? It was agreed that \$149 with resort fee rolled in would be acceptable.
- By show of hands the board authorized JETTON to negotiate with this hotel to host ISECON 2015.

EDSIG Survey Policy

- HUNSINGER presented a draft of a policy for surveying AITP-EDSIG members, based on the AITP policy. There was an extensive discussion on numerous issues surrounding this. A quick poll of the board was roughly evenly split between opt-in and opt-out. WAGUESPACK suggested that we present the question of whether to start a listserv to the general membership.
- SMITH moved and WAGUESPACK seconded that the board authorize that we maintain two listservs: one of all members and conference attendees, including past conferences, that is, Tom's list, this list to be used for official board broadcasts only. The other would be an opt-in moderated list that listserv members could use for activities deemed appropriate by the board. Implementation would be contingent on BREIMER's determining that such is practicable.

Request of Fellows to Send a Representative to Board Members

- There was a discussion of the nature of fellowship and on communications between the general membership and its elected representatives on the board.
- HUNSINGER suggested and it was generally agreed that we add a “panel” of some kind during the conference to serve as an open forum for exchange between the membership and its board in preparation for the general meeting.

Ways to control board travel expenses

- There was a discussion of the expenses the board will cover for the non-conference meeting, the standard being 2-3 nights, and airfare purchased more than 30 day ahead of time, origin airport parking and ground transportation to-from airport at destination.
- WAGUESPACK moved and WU seconded a motion to amend the board policy on expenses passed at the February 2010 meeting in New Orleans to include that members are expected to act within reason and safety constraints to minimize transportation costs. Passed.

Budget for 2013

- NEZLEK presented his budget from yesterday, updated some figures based on recent board actions and new information, added some explanations, and fielded questions.
- WU moved and MIAH seconded to accept the updated budget. Passed.

Post of Call for Papers on the Website

- MIAH brought up that this needs to be done soon. BREIMER will have the website ready for the call by 2/21 if he receives the information.

AITP Issues

- There was discussion of our relationship with AITP including exactly what do we want from them and what do we want to change about the relationship.
- It was suggested that EDSIG not take AITP memberships/renewals as part of conference registration and that FITE forward membership information directly to EDSIG so that we'll have up-to-date membership information. EDSIG would then forward membership information and appropriate fees to AITP. There was a long discussion of these and other options.
- WAGUESPACK moved and BABB seconded to authorize CECCUCCI to approach AITP with the following possible series of events: To improve the membership accountability for EDSIG by changing the registration information and funds procedure so that FITE conveys EDSIG renewals and funds directly to EDSIG, which will then forward appropriate information and fees to AITP in a timely manner. CECCUCCI must clearly describe the alternative procedure and timeline to AITP so that they do not consider AITP renewals at joint AITP-EDSIG rates a short pay. Approved.

ADJOURNMENT

- Meeting closed at 4:18pm. Note: HUNSINGER and NEZLEK left to catch the shuttle to the airport at 4:15pm.

Respectfully submitted,
Michael SMITH, recorder.