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| International System Safety Society Minutes for Executive Council Meeting |
| August 2, 3, and 7, 2014 |
| Double Tree Hotel, Union StationSt. Louis, Missouri, USA |
|  |
| Matt D. Johnson |
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| Revision: A |

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# Call to Order

* President Robert Schmedake called the meeting to order at 1:28 PM
* Robert Schmedake
	+ Welcome to St. Louis
	+ We have quorum
	+ Voting eligibility
		- Chapters in good standing
		- Person voting is member
		- Proxy is member
		- Officers and directors have votes
		- OVPs and RVPs do not have votes
		- Appointed positions do not have votes
	+ Review of proxies
	+ Discussion regarding when society dues are due to the society
	+ Officer Reports Next

## Attendance

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name** | **August 2,3** | **August 7** |
| President | Robert Schmedake |  Yes | Yes |
| Executive Vice President | Dr. Rod Simmons |  No | No |
| Executive Secretary | Dr. Matt Johnson |  Yes | Yes |
| Treasurer | Pamela Kniess |  Yes | Yes |
| Past President | Gary Braman |  Yes | Yes |
| Chapter Services | Gerry Einarsson |  Yes | Yes |
| Conferences | Lynece Pfledderer |  Yes | Yes |
| Education and Prof. Development | Dr. Chuck Muniak |  Yes | Yes |
| Gov & Intersociety | Debbie Hale |  No | No |
| International Development | Robert Fletcher |  Yes | No |
| Member Services | Melissa Emery |  No | No |
| Mentoring, R & D | Steve Mattern |  No | No |
| Publicity & Media | Saralyn Dwyer |  Yes | Yes |
| Australian | Dr. Holger Becht |  No | No |
| Bay Area | Graham Murray |  No | No |
| Canada | Maury Hill |  No | No |
| Central California | Kathleen Brenna |  No | No |
| Georgia | Odell Ferrell |  No | No |
| Houston | Russ Mitchell |  Yes | No |
| New Mexico | William (Bill) Harwood |  No | No |
| North Texas | Frank Rinaldo |  Yes | No |
| Northeast | Scott Beecher |  No | No |
| Saguaro | Amanda Boysun |  No | No |
| Sierra High Desert | Jerry Banister |  No | No |
| Singapore | Ten Lin Mei |  No | No |
| Southern California | Francis McDougall |  No | Yes |
| Tennessee Valley | Ken Rose |  No | Yes |
| Twin Cities | Sam Mason |  No | No |
| Virtual | Doanna Weissgerber |  No | No |
| Washington DC | Sean Peters |  No | No |
| Founder | Roger Lockwood |  No | No |
| JSS Publisher | Dave Davis |  No | No |
| JSS Technical Editor | Clifton Ericson |  Yes | No |
| Headquarters Office Manager | Cathy Carter |  Yes | No |
| OVP Awards | Anthony Burno |  No | No |
| OVP History | Rex Gordon |  Yes | No |
| OVP Prof. Development | Russ Mitchell |  Yes | No |
| OVP Prof. Development Materials | Daniel Strub |  No | No |
| RVP for Asia/Pacific | Eng Ling Onn (Singapore) |  No | No |
| RVP for Europe | Gabriele Schedl (Austria) |  No | No |
| RVP for North/South America | Paul Kryska (USA) |  No | No |

Other attendees:

* Alan Southwick (August 2,3,7)
* Donald Swallom (August 2,3,7)
* Onn Eng Ling (August 3, 7)
* Frank Rinaldo (August 2,3)
* Carol Schmedake (August 7)

## Review Proxies

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EC Member** | **Position** | **Proxy** | **Dates** | **Proxy Form Filed** |
| Scott Beecher | Northeast chapter President | Alan Southwick | August 2-3 | Yes |
| Steven Mattern | Director of Mentoring | Robert Schmedake | August 2-3 | Yes |
| Odell Ferrell | Georgia chapter President | Gerry Einarsson | August 2-3 | Yes |
| Kenneth Rose | Tennessee Valley chapter President | Donald Swallom | August 2-3 | Yes |
| Ten Lin Mei | Singapore chapter President | Gerry Einarsson | August 2 | Yes |
| Ten Lin Mei | Singapore chapter President | Onn Eng Ling | August 3 | Yes |
| Jerry Banister | Sierra High Desert chapter President | Frank Rinaldo | August 2-3 | Yes |
| Rodney Simmons | Vice President | Robert Schmedake or Robert’s designee | August 2-8 | Yes |

## Chapters not Eligible to Vote

* Bay Area
* New Mexico
* Saguaro
* Southern California
* Twin Cities

## Establish Quorum

ES Note: According to Section 5.1 of the operations manual, “An official quorum is a combination of five Officers or Directors including the President or Executive Vice President. The President, or in his or her absence the Executive Vice President, shall preside at EC meetings.”

August 2, 2014. Quorum established.

# Officer Reports

## President's Report

* Robert Schmedake
	+ Welcome
	+ This is a working meeting
	+ Check out the arch
	+ We will work through the budget in detail
	+ Fluid agenda
	+ Today is status reports – tomorrow is working through critical issues
	+ Don’t want to lose the value we provide to members, but we must be sustainable
	+ Rating of self on goals
		- Not much improvement on increased income
		- Top level budget met – underruns and overruns
		- Actively engage executive council members – did ok, but some slow months – poor attendance at meetings
		- Increase membership – membership levels are actually dropping – steady decline – one person joined via linked in site and personal connection
	+ Accomplishments
		- Everyone met budget or came in under budget – (side note – Bob was using the wrong budget at one point so conclusions in slides were not quite right)
		- Income less than expected
	+ EC execution
		- Only a few action items executed from last year’s EC meeting
		- Interest wanes
	+ Chapter engagement
		- Chapters have issues with compliance and meeting requirements
		- Financial data is crucial
		- Debate regarding whether to split out financials
		- We have an issue with chapter engagement
	+ Review of battle rhythm…
	+ Financial Challenge
		- Declining society assets – went from $375,000 to $250,000 in two years – predicting significant loss for this year, which will put us at $90,000 in assets
		- We’ll be out of business in two years
		- Do not want to reduce the number of journals
		- We are locked into conferences – penalties are significant for cancelling conferences
	+ This is the second of the four conference contract. San Diego and Orlando are the last two.
		- We did this to ourselves, and we must figure out a way to survive it
		- We cannot take away journal
		- We may need to find other sources of income
		- Discussion of working with other societies to work together on a conference
	+ Committee to put on conference – Rex lives in San Diego and may know some folks – may need to publicize the need for a San Diego conference chair – Conference chair discussion for new business

## Executive Vice President's Report

* Report provided by Robert Schmedake on behalf of Rodney Simmons
	+ Support president weekly, looking at long and short term issues
	+ Reviews and provides a voice of reason to Bob S.
	+ Participated in EC teleconferences and evotes
	+ Supported membership upgrades
	+ Tutorial CEU program
	+ Chapter of the year reviewer

## Past President's Report

* Gary Braman
* Attended RAMS last year
* Supported RAMS 2015 Advisory Board meeting on 16 May 2014
* Discussion about RAMS conference
* Can learn from them – great process for planning process, booking hotels, food purchase, cost per meal, etc.
* RAMS sends out RFPs to select a conference facility
* Goals – support EC, attend global symposium on EMC in Tel Aviv
* Elections – Head up committee for society elections
* Bob S. volunteered to be a member of nominating committee
* Recommend update for nominating committee timelines in OM

## Treasurer's Report

* Provided by Bob and Pam
* Budget is report
* Will need to take significant time on this later
* INCOME
* Summary sheet
* Made more than budgeted – RAMS is a good investment
* Conference committee has done a good job controlling costs – money lost only because of conference attendance and the old contract
* Expecting $20,000 loss on conference
* Budgeted an income of 56k on membership, we got 42k on membership
* No advertisements in journal – Isograph has an advertisement in the journal that we don’t see income for… maybe paid last year?
* Advertisements are $850 a page
* Society budget and conference budget are separate
* Could sell journal articles as kindle articles that could generate income – will take up in new business
* Job target site is paying
* EXPENSES
* Publicity and Media is under budget
* Education and Professional Development under budget
* Chapter services under budget
* Intersociety services – forum not attended, so under budget
* International development – no expenses
	+ Bob Fletcher could put together a proposal to do a talk / session with international folks as a revenue stream
* Discussion regarding details in the budget and what items appear in each category
* Utilized a local law firm to assist with legal and contract issues
	+ Expense was very necessary
	+ If there are any issues with the hotel experience this week, we need to document it
* Operations on target

## Executive Secretary's Report

* Matt Johnson
* Support meetings
* Mail chimp
* Backup Cathy’s database
* Goals – Update OM, Build website to archive EC data

# Director Reports

## Chapter Services

* Gerry Einarsson
* Facilitate new chapters where there is sufficient interest
	+ Attempts to build chapters – Turkey, China, Florida
	+ We lost Israel and Australia
* A larger member base should be considered
* Singapore has been successful and should be considered a template
* Chinese members have not had success in holding the proposed conference
* Develop and promote roadmap for new chapters
	+ Chapter Management Guide
* Solicit bimonthly chapter reports for the journal
* Maintain chapter management guide
* Supervise RVPs
* Coordinate chapter annual reports
* Review and update chapter documentation
	+ New models created and distributed
* Goals
	+ Improve communications with presidents and RVPs
* Discussion regarding the money sent to chapters – pros and cons (by all)
	+ We need a minimum level provided back to chapters
	+ We need funds to be used to promote system safety in accordance with our charter
	+ Do we have sufficient oversight?
	+ We could opt to hold back funds to chapters who are fiscally strong
	+ Proper use of funds for a chapter
		- Should paying membership dues be included?

## Conferences

* Lynece Pfledderer
* Continuing impact regarding government travel
* Reduced support for conferences / training
* Reduced sponsors and exhibitors
* Considered other locations for conferences
* Took steps to protect society interests in conference planning
* Worked to lower costs of rooms / hotel commitments
* Missouri tax exemption request filed
* Work on conference guide had some progress
* State tax exempt form is crucial
* Federal certification on training did not work out
* Goals:
* Top Priority – 2015 conference chair – no chair in place at present
* Work with future conference planning committees
* Decide on 2017
* Complete conference guide
* Collect and build on lessons learned
* Discussion:
* Need a draft of conference guide available now
* Changing from conference to training symposium may or may not have had an impact on the success of the event
* Need to publicize the technical / training program that is available
* Some conferences have mini – technical conferences within
* We need to demonstrate real training – we have people who can show products – training 101 – this has been done in the past – Russ to help support training ideas for conferences
* We must manage how much we ask of individuals

## Education and Professional Development

* Chuck Muniak
* Handbook committee formed and developed comments on first draft
* OVP for education is researching education programs
* Upgrades – Pfitzer, Mitchell, Fletcher
* Awards – 6 nominations
* Tony Burno planning to resign from OVP position
* Goals
* Complete and publish system safety handbook
* Develop options for paths to certification
* Streamline upgrade process
* Get new OVP for awards
* Budget – would like from $250 to $500 to get professional editing – 10 to 20 hours of editorial work
	+ Bob S: Put together a proposal for the business case and we’ll take a look at it

## Government and Intersociety

* Robert Schmedake
* Primary task of job is to support inter-society forum
* Learn about opportunities and concerns
* Debbie unable to get time off from work to support
* Participants in include managing directors for National Safety Council, American Society of Safety Engineers, etc.
* There are common issues across the societies, including aging membership – professional membership is less common among newer engineers
* Lack of conference attendance due to government budget issues
* Declining numbers in membership
* Things to learn from other orgs:
	+ ISSS EC is much larger than other organization’s governing bodies
	+ ISSS has short tenure for officers in comparison
	+ Some organizations have President, President Elect, and Past President – all work together to ensure continuity in leadership
	+ Board of directors is a business organization
	+ Technical organization is separate and has a separate role
* Benefits from intersociety forum – adds in other newsletters / magazines
* True team spirit among forum members – we all succeed together
* There are opportunities for collaboration among members
* Opportunities to contract services from other organizations
	+ Could utilize capabilities such as automatic web billing
* Brainstorming about how to handle a worst case financial scenario for the ISSS

## International Development

* Robert Fletcher
* Touched based with a number of safety related organizations
* Teach safety management systems to pilots
* Working with safety societies in Ottawa
* Co-chaired panel with Dr. McDermid on developing global safety perspectives
* Worked with professionals from around the world
* Provided flags for lunch at conference
* Helped arrange speaker for international lunch
* Running election for Canada safety chapter
* Conducted “virtual” chapter meetings and had folks from various places dial in
* Considered advertising via social media
* Goals:
* Increase attendance from all parts of the world
* Explore, document, and develop system safety global perspectives
* Participate in virtual chapter events
* Work with other safety organizations
* Liaise with ISSS directors
* Encourage international contribution to the journal
* Recommend someone for international award
* Clicked “Like” on INCOSE site in Facebook and Linked In

## Member Services

* Melissa Emery (Presented by Robert Schmedake)
* Processed 29 applications
* Notified chapters of expiring membership
* OM notes to secretary
* Report on total members per category of membership (see slides)
* Discussion regarding membership dues for students, members, and international members
* We may have difficulty getting corporate membership
* Plans
* Continue to increase membership
* Consider retirement membership fee / process
* Update application form
	+ Consider separation of information and payment submittal
* Need to ensure we communicate membership rates for all categories of membership
* Discussion regarding student rates
	+ We need to encourage student participation
* Need to work with chapters to increase membership
* Corporate sponsors
* Membership requirements –ensure guidelines are clear
* Reviewed slides with motions (no votes at this time)
	+ Student membership requirements

## Mentoring, Research & Development

* Steve Mattern (presented by Robert Schmedake)
* Established mentor data base
* Goals
* Double the number of mentor partnerships
* Roadmap to active and healthy mentor partnership
* Mentor training materials in the Body of Knowledge

## Publicity and Media

* Saralyn Dwyer
* Held meetings to understand website and JSS
* No success in increasing advertising
* Supported publicity questions
* Published journal under cost
* Goals
* Increase advertising
* Kindle version of JSS
* Promote ISSS
* Need publications for the journal

# Chapter Reports

## Houston

* Not a lot of activity last year
* Met three or four times
* Atmosphere dominated by NASA cutbacks
* Brainstormed about future of the chapter
* Goals
* Voice contact with each member of the chapter twice a year
* Arrange joint meeting with Society for Underwater Technology and INCOSE
* Support Chuck with Body of Knowledge

## North Texas

* Frank Rinaldo
* Held two meetings
* October
	+ Recruiting
* June
	+ Met with chapter members
* Goals
* Reach out to community
* Create interest in joining chapter
* Cannot arrange activities with small membership
* Explain ISSS objectives and how it benefits engineering
	+ Working with local companies and schools
* Attend EC meetings

## Northeast

* Scott Beecher (Presented by Alan Southwick)
* 57 members to 43 members
* No growth
* Four meetings
* Newsletters result from meetings that go to journal as well
* Attendance 20% of membership
* Supported Boston conference
* Need to reach out more to the community
* Virtual meeting has not totally caught on, but some folks call in
* Funded a student from Dr. McDermid’s group to attend conference
* New treasurer this year

## Sierra High Desert

* Jerry Banister (Presented by Frank Rinaldo)
* New upgrade form given to chapter member with offer to help
* Voted unanimously to fund ISSS membership dues for members
* Mailed $1800 SHD chapter check to ISSS head quarters
* Two members transferred
* Goals
* Upgrade status of SHDC members
* Fund membership dues for next year

## Singapore

* Kwee Seng Yap (presented by Onn Eng Ling)
* Held two sharing sessions
	+ 24 participants at first and 65 participants at second
	+ Technical sessions
* Workshop and appreciation events
	+ Appreciation dinner for EXCO members
* AGM
* Goals
* Chapter meetings, special events, promotional activities, journal contributions
* See slides for additional details

## Tennessee Valley

* Ken Rose (presented by Don Swallom)
* Review of past and current chapter officers
* Held 8 chapter meetings
* First part of year was easy to setup chapter meetings
* Promotional activities
	+ Future city completion
	+ NASA human explorer rover challenge – purchased safety glasses to support event
* Special events
	+ TVC members presented papers at Boston
* Two new members
* 8 meetings
* 1 Article in journal
* Goals
* Continue to support Huntsville Area Technical Society
* Sponsor community outreach
* Continue monthly meetings
* Reenergize partnership with NASA
* Focus to gain more full members
* Continue to archive DVD production to benefit society (journal and conference proceedings)

# Old Business

## Executive Council Size

* Last year we discussed combining positions and removing positions
	+ Combine director of member services and chapter services – propose that we not do that – will drop
	+ Director of Mentoring R & D – become OVP – Steve Mattern supports this – planning to propose a motion on this in the near future – look for evote
		- Discussion as to whether evote will yield an answer soon enough
		- Will defer until after lunch to determine whether to vote in this EC or to manage via evote
		- Deferring until after lunch

## Membership Dues

* Motion From Melissa regarding membership rate:
	+ 
	+ Second by Robert Fletcher
	+ Revised Motion:
		- Member (US, Canada, Mexico): Change from $100 to $120
		- International: Change from $110 to $130
	+ Discussion:
		- Robert F.
			* Cost between member and international reflects cost of mailing the journal
			* We have been advertising $100 for membership – cost may vary by country
		- Alan
			* Why not just have one fee
		- Robert S.
			* Will utilize Robert’s Rules of Order for discussion
		- Robert F.
			* Please clarify whether Canadians and Mexicans are “International” members from a dues perspective
		- Robert S.
			* We should clarify
		- Gerry E
			* International means not North American
		- Robert F
			* Can we explain this
		- Robert S
			* Yes
		- Chuck
			* Why do we need to know hours per semester?
		- Robert S
			* That’s the next motion
			* Let’s amend this motion so it only includes member and international rates, but not students
		- Robert F
			* Change International to North American
		- Alan
			* Move to amend motion to make it $130 for all
			* Second by Matt Johnson
			* Discussion:
				+ Russ

We should understand the basis of the difference in cost

* + - * + Alan

How many international members are in the society (percentage)?

* + - * + Robert S.

83 of 612 members is non North America

* + - * + Are there any strong feelings on this:
				+ Russ

We don’t know what we are fixing

* + - * + Robert S

We do have data driving this

* + - * + Russ

Have we considered value vs cost

Have we considered what problem we are solving

* + - * + Robert S

If we had 1000 members and 150 dues each, that would cover costs

We have 600 ish members at present – so cost per member to sustain organization is higher – we cannot actually charge that because it would be sticker shock and we would lose members

We are trying to make an adjustment to reduce the gap

This is not a significant increase considering that dues have been here for two or three years

* + - * + Robert F

How does Singapore feel?

* + - * + Eng Ling:

OK – there is valid reason for increase in membership rate

* + - * + Clif

Looks good to have same rate for everyone

* + - * Passed amendment to revise motion to be $130 for all membership, regardless of location
		- Robert S.
			* **Current motion is to make all membership dues $130 – will go into effect when it is announced in the next journal – not retroactive**
			* **Vote – motion passes**
			* *Secretary’s Note: This means that “Member” and “International” members will all have annual dues of $130 and we will drop the location distinction.*
* Motion:
	+ Define Student as:
		- Undergrad students with at least 9 sem/qtr hours receive free membership on year to year basis
		- Grad students with at least 6 sem/qtr hours receive discounted membership (50% of full membership rate) on year to year basis
	+ Requirements
		- Must reapply every year and provide transcripts
		- HQ sends one reminder letter
		- If application/transcript not received=removed
	+ Russ: Second
	+ Discussion:
		- Russ
			* We have options – could ask for student id
		- Gary
			* What we really need is proof of enrollment
		- Robert S
			* Transcript might be too much to ask
		- Chuck
			* 9 semester / qtr hours – confusing
		- Alan
			* Is there an issue with full time vs part time student
			* Rephrase to hours per quarter
			* Is this a significant impact
		- Russ
			* Motion to amend motion to use dated student id cards to verify “student”
		- Alan – second
		- Robert S
			* This is intended to be a way of reaching out to students who have limited funds
			* Proof of current enrollment can help membership director make a call
			* Do we need to be specific
		- Gerry E
			* Could utilize a fee remission schedule
			* Members would be members with no classification, but there would be a fee schedule
		- Robert S
			* Let’s bring that up later
			* The amendment is to change the definition to eliminate credit hour reference and focus on whether individual is undergraduate or graduate based on student id
		- Frank
			* Do we specify safety coursework?
		- Robert S
			* No
		- Alan
			* If there are interested enough to apply, then we should support them
			* Promote profession and knowledge of it
		- Robert S
			* Problem with having no safety criteria – it’s a free membership – we should get some benefit for giving away that value
			* This does not address limits of student duration
			* The program cost us, so make sure we get what we are paying for
			* I do not support amendment for definition change
			* Current amendment is proof of enrollment, such as a valid id
		- Chuck – calls motion to amend motion to change proof of enrollment
		- Russ:
			* Definition of student:
				+ Undergrad students receive free membership on year to year basis
				+ Grad students (50% of full membership rate) on year to year basis
			* Must reapply every year and provide proof of current enrollment (eg. Dated student id)
			* HQ sends one reminder letter
			* If application / proof of enrollment not received = removed
		- Vote on Amendment:
			* 11 in favor
			* 4 against
			* Passes
		- Saralyn
			* Melissa does not recommend charging for students
		- Robert S – Move to amend description to
			* Definition of student:
				+ Undergrad students receive free membership (25% of full membership rate) on year to year basis
				+ Grad students (50% of full membership rate) on year to year basis
			* Must reapply every year and provide proof of current enrollment (eg. Dated student id)
			* HQ sends one reminder letter
			* If application / proof of enrollment not received = removed
		- Russ – second
		- Discussion:
			* Lynece
				+ Would like to make it clear that students can request fee remission
			* Rex
				+ What is the benefit of having two levels of students
			* Gary
				+ If we want people in the profession, undergraduates need the free membership
			* Russ
				+ We have 27 student members at present – let’s keep it simple
			* Robert S.
				+ We need some charge so that members will actually invest and pay attention
				+ Student membership can draw attraction to the field
				+ This is a very reasonable amount of money
		- Vote results:
			* 12 in favor
			* 4 against
			* Amendment passed
		- Discussion
			* Suggestion to allow for students to have fee remission
			* There is a separate application fee of $20 that is not represented here
			* Perhaps we should withdraw the motion
			* Need to simplify things
			* If we waive fees, we need to have criteria that are met
		- Robert S
			* Propose we table the modified motion
		- Russ – Second
		- Robert F
			* If you don’t pay for something, there is no value to you
			* Free is so easy
			* What we represent is extremely valuable
		- Not tabling motion
		- Lynece – move to amend motion by adding another bullet
			* “Student may request waiver all or portion of fees” (Procedure to be determined)
		- Sarlayn – second
		- Alan
			* This is more complex
		- Saralyn
			* Students may not have the money
			* We just raised membership dues
		- We currently waive fees in some situations
		- We can develop a procedure to support
		- Gerry E
			* Other organizations require a form to be submitted providing justification for fee waiving
			* Details read from organization’s form
		- Robert S. calls for vote
			* Passed 12 to 6 – Amendment passed
		- **Robert S. Calls for vote on complete motion with amendments:**
			* ***Definition of student:***
				+ ***Undergrad students receive membership (25% of full membership rate) on year to year basis***
				+ ***Grad students (50% of full membership rate) on year to year basis***
			* ***Must reapply every year and provide proof of current enrollment (eg. Dated student id)***
			* ***HQ sends one reminder letter***
			* ***If application / proof of enrollment not received = removed***
			* ***Student may request waiver all or portion of fees (Procedure to be determined)***
			* **Vote:**
				+ **For: 10**
				+ **Opposed: 7**
				+ **Passed**

# New Business

## Budget SY 2014-2015

* Income – we live with what we get
* Proposed income based on what we did last year
* JSS Advertisements – there was one add, but it is not showing up in actuals from this past year
* Discussion regarding specific details on budget
	+ New dues will only impact a portion of the revenue from dues because the fiscal year has already started
	+ Predicted loss on conferences – 20K
	+ Job target has been an income source
	+ Fine tuning individual budget line items
	+ $12,000 expense from last year’s conference
	+ Adding money to budget for legal fees – not previously budgeted but very necessary
* Robert Schmedake moved to approve budget
* Saralyn seconded budget
* **Discussion:**
	+ **Gary moves to amend budget to include $2500 bonus for Cathy**
	+ **Gerry E seconds motion**
	+ **Vote: Passes**
* **Vote to approve budget Passes**

## San Diego Conference

* Lynece:
	+ Need to immediately start reducing the number of meals / rooms
	+ We are lacking a chair
	+ We can announce that we are looking for conference chairs
	+ Need support for all conferences
	+ Need to get smarter about the way we hold and run conferences to adjust to the current environment
* Robert S:
	+ Consider going forward with San Diego
* Lynece:
	+ Budget vs Expenses – We have to make money at conference for the society to be successful
* Carol:
	+ One week after this conference to make a decision
	+ Cancellation provisions – 365 days prior
	+ $67,063 if we cancel now
	+ If we go over a week, cancel fee is $111,000
	+ This $111,000 could be reduced if hotel sells out
	+ Guaranteed room block for this year was 300
	+ Next year room block is 400 guaranteed
	+ Must negotiate before date if we decide to go forward
	+ Our food requirements at San Diego is much higher
	+ If it makes sense to proceed to San Diego, it may make sense to hire a conference service
	+ Never go out four years on a contract again
	+ Experient has not been helpful in negotiations with hotel
* Darrell
	+ We should get out of the conference running business – let someone else manage the conference
	+ We as safety engineers are not qualified to put on a conference
	+ It is a huge burden on volunteers who have gotten burned out
	+ Turn this over to people who run conferences for a living
* Chuck
	+ How do we know the organization is on track to support us
* Carol
	+ We must address this with the RFP process
* Darrell
	+ We need to have experts who can review contracts who understand the gotchas
* Carol
	+ We don’t have a contract with Experient – we have four contracts with four hotels and Experient gets 10 percent
	+ We need a contract in which we pay a conference company to run the conference for us instead
* Lynece
	+ We are already in the hole for next year even if next year’s conference breaks even
* Darrell
	+ This plan cannot be implemented until the Experient contract is over
* Lynece
	+ Recommendations
* Carol
	+ Current cancellation fee is $67,000 for next year
	+ We could afford to pay someone $20,000 to run the conference
	+ Some things may need to be negotiated
	+ Penalties are very steep – if we spend 75K, we would owe 85K
* Gary
	+ Lynence take an action to call hotel in San Diego to see if they will negotiate
	+ Identify companies that can run company
	+ Identify technical program chair
	+ Need to vote this week before Friday
	+ Don, Gerry, Gary, Darrell, to look for technical program chair and conference chair
* Robert
	+ Have Carol and Darrell work together on the negotiations with hotels
	+ We will meet on Thursday to make this decision
	+ Those who have proxies should get an extension from the EC members for the vote on Thursday
* Contract vote on admin site from December 2011

## Financial Controls – oversight of conferences and financial controls in general

* Motion from Robert S:
	+ I move that the President (or EVP) and the Treasurer approval is required for the authorization to pay any expense in excess of $5000.
* Discussion
	+ Bob has not been consulted on expenses that have been paid
	+ OM addresses budget changes require EC approval
	+ This motion applies to the actual writing of a check
	+ This is not a signature, but an authorization
	+ Section 11.9 : “The Office Manager with approval of the Society President shall have single signature authority on checking account disbursement of no more than $3000.”
	+ Our current process for authorizing payment has been lax
	+ Last year’s conference, we were billed for something we should not have been – we need to make sure we protect ourselves from accidental charges
	+ Elected officials need to take responsibility to make sure we get what we pay for
* Motion retracted

## Terms of Office

* OM Section 1.6 Bylaws – change to bylaws requires a 2 / 3rds vote of the EC
* Discussion on motion to change term of office for officers – see other document for exact wording
	+ In essence, change from two year term to four year term for Treasurer and Executive Secretary
	+ Vice President will automatically become President after two years, and President will automatically become Past President at that time
	+ Other two year terms need to be four year terms
	+ Effective on next scheduled election
	+ Other places in which the term for the Treasurer or Executive Secretary are referenced is included
* There are 7 Proxies, plus 14 actual persons in room, which makes 21 total votes. Two thirds is 14 votes – this is the requirement to pass the motion.
* Next election cycle, we would vote on a new President and a new EVP, then the cycle will start
* Robert S made motion
* Pam – seconds motion
* Discussion
	+ Why have we not done this sooner?
	+ It was kind of intended
	+ Term of office for treasurer and secretary is a big change
	+ How do we handle the case in which we are unhappy with VP
		- See the OM
	+ Continuity is a good thing
	+ Other societies do this
* **Motion Passed unanimously**
* **Not effective until society has been notified and any objections have been addressed in accordance with the OM**
* Next election, we will elect a President and an EVP (that EVP would then roll into president two years later)

## Journal – Kindle

* Will look at stuff that is two years old and older - current things in journal only
* Need to check into copyright issues with authors

# Closing Remarks

* Rex – considering award for emeritus / pathfinder type members
* Robert S
	+ Put proposal together
	+ We need to make sure our awards all make sense and existing awards are not replicated
* Rex to write up proposal which would be addressed as an evote at a later date – will not be addressed this week
* A recurring award would need an OM change, but a one time award would not
* Robert S – thanks for all your hard work – enjoy the conference
* Russ – our problems are real, but it is an opportunity for transformation and focus – how do we deliver the things we can deliver as efficiently as possible – we need to evangelize something
* Frank – come to papers and tutorials
* Don – come to papers and tutorials
* Gerry – would like to see things in advance, particularly proposed motions
	+ Reports came in late from chapters
* Alan – Stay focused
* Lynece – step up
* Gary – team effort – we all must contribute
* Chuck – Kindle thing is a good idea
* Matt – moves to adjourn
* Second
* Robert S – thank you for coming enjoy the conference

# Thursday April 7: Discuss 2015 Conference

## Attendance

Refer to Section1.1.

## Proxies

* Rodney Simmons provided e-mail extending proxy to Robert Schmedake
* Odell Ferrell provided e-mail extending proxy to Gerry Einarsson
* Jerry Banister provided e-mail extending proxy to Frank Rinaldo
* Mattern extended Robert Schmedake
* Melissa extended proxy to Saralyn
* Doanna proxy to Lee Flint
* Alan Southwick extended proxy to Scott Beecher
* Onn Eng Ling extended for Ten Lin Mei

## Meeting

* Robert S:
	+ Thank you for supporting the extra meeting
	+ Don’t want to jump on San Diego until we look at numbers and facts to make the right decision
	+ Looked at original contract with those numbers – cancelling might have been cheaper
	+ Action went forward – Lynece, Carol, and Pam talked to hotel – they will present outcome
* Lynece
	+ Don’t have hard numbers – we need to give them guidelines
	+ We did discuss what we would like to see
	+ We need less space
	+ Need to make sure exhibitors, sponsors have what they need
	+ Need secure areas for office and registration, etc.
	+ They appreciate that we contacted ahead of time
	+ They think they can make a deal with us to reduce the counts
	+ Comparison of space – there may be more people who come in for a day – make sure we can accommodate
	+ Optimistic about what we can get out of the hotel
	+ What is the worst case – We don’t think we will be caught in any shell games
	+ Reducing counts to make it closer to where we are now – it should be successful – we can add more if we need to
* Carol S
	+ We are not guaranteed that we can add more meeting space
	+ We can work with them
	+ We do know there is a lot of other space available downtown San Diego
	+ Many hotels in easy walk of Hyatt
	+ Big Picture – we have 400 rooms in contract
	+ St. Louis was 300 rooms
	+ St. Louis is 145ish rooms
	+ This space was contracted for 300
	+ We have a lot of rooms that are not being used
	+ If we were to go to range of 200 – 250 rooms per night, that takes us from 25000 square feet to 9800 square feet – ballroom area – this will be plenty of room
	+ This would move from one floor to another floor
	+ Four floors with meeting rooms – they would give us the fourth floor
	+ We have a diagram – It should work if we can find exhibit space
		- Discussion of exact square footage of various rooms
	+ Can trade off food dollars – penalties are not as severe
	+ Hotel is willing to work with us on the exhibit area
	+ Hotel appreciates our lack of control and seems interested in working with us
	+ Nothing is signed as present
	+ Hotel space appears to be very nice – looked online
	+ Fourth floor pool is nearby
	+ Other guests will utilize a hall nearby
* Lynece
	+ Recommending that we go forward with the San Diego conference as long as we can reduce the room nights as food commitment – we have an idea of impact – it looks doable
* Gerry E
	+ We have been in contact with a number of potential people on the committee – we’ll have to work hard to achieve results
* Saralyn
	+ We should be able to do well
* Alan
	+ What about our contract with Experient
* Carol
	+ We do not have a contract with Experient. Rather, they get a commission. We have a contract with the hotel
* Chuck
	+ Nights are at 400 and we are reducing to what?
* Carol
	+ The change would be 200 to 250
	+ Do we want to use 200 and book more if needed, or do we want to make sure we have more room nights available and go to 250
* Pam
	+ Current contract has attrition clause
	+ If we downgrade number we might lose something
* Gerry
	+ Would like to give Paul time to review things before completing negotiations.
	+ He can intuitively make smart calls on numbers etc.
* Lee
	+ Our contracting environment, (government etc.) will not be likely to improve – let’s be conservative – take the low numbers – there are other facilities close by – being crowded has an immediate negative impact – when they leave, they remember lots of people and they think it was great
	+ Would rather be crowded than have too much room
	+ The number will be low
* Gary
	+ We need to find out what kind of training government agencies need and make it available to get folks to the training symposium – I have a list of agencies, etc. that require training
* Carol
	+ If we go in at 200 and they are hesitant about space, then maybe we can bump up to 225 – lots of room space
* Lee
	+ Last year and this year numbers are low
	+ Prior to joint conferences with government, how were the numbers
* Darrell
	+ Between 200 and 275
	+ Government brought 50 to 60 people
	+ Assume a max of 225, 250 rooms
* Robert S
	+ Sounds like we are going forward
	+ There is one suggestion to aim at 200 and if we have to add more later that’s ok
	+ We are not at a point of a motion
	+ We are at a point to move forward
	+ Other issues may be addressed in the near future and be put forth as an evote
		- Conference related
		- We will follow our process
	+ Is there any other business
* Lynece
	+ Will visit hotel, but wait until evote
	+ Will need society funds to support
	+ Working on Orlando – let’s don’t forget about it
* Bob
	+ No other business

Planned Agenda

Kick Off

Quorum Check

Voting Eligibility

Proxy Check

Officer Report

Director Reports

Chapter Reports

Old Business

2013/2014 Budget Status

Size of Executive Council and Future

Membership Dues Discussion

New Business

2014/2015 Budget Proposal

Action Items

New Action Items

* Action: Bob Schmedake to develop proposal OVP Executive Order – identifying responsibilities for corporate membership – and
* Action: Gerry E – draft a fund usage guideline document for chapters
* Action: Melissa (Director of Membership) propose procedure to approve fee waiver for students
* Action: Matt J to get copy of budget from Bob
* Action: Matt J to get copy of exact wording from Bob S. regarding officer terms
* Action – Bob S will work with Saralyn and Clif to help figure out how to get us setup as kindle publisher – technical publisher / archives
* Action – Gary: Look into copyright issues for technical articles to make sure if we sell them we are doing so legally
* Action – Matt J: Update OM and bylaws to reflect the EC vote (Note that changes are not considered final until two months after the membership sees the change)
* Action – Matt J: Summarize changes in an article and send to Bob S for delivery via email or journal, but not both

Passed Motions

* Make dues for members $130. Refer to Section 5.2 for details.
* Make dues for students 25% of member rate, dues for grad students 50%, proof of student status required, fee waiver available required with a process to be developed in the future. Refer to Section 5.2 for details.
* Budget approved with $2500 bonus for Cathy. Refer to Section 6.1.
* Terms of office for Executive Secretary and Treasurer extended to four years (no impact to current terms); EVP will roll into President automatically (not applicable to current EVP) Refer to Section 6.4 for details.