

## **SDRME Executive Committee (EC) Summer Meeting**

Conference Call, May 21, 2015

Minutes recorded by Jorie Colbert-Getz, Secretary

Present: Present: Kimberly Hoffman (President), Maria Blanco (President-elect), Carol Capello, (Past President) Allison Ownby (Treasurer), David Cook (Member-at-Large), Jorie Colbert-Getz (Secretary), Gary Beck (Treasurer Elect)

### **1. New Members of the Executive Committee - Kimberly Hoffman.**

Kimberly congratulated and welcomed newly elected members to the Executive Committee.

- Paul Haidet (President Elect)
- Gary Beck (Treasurer)

### **2. Executive Committee Reports**

#### • Treasurer - Allison Ownby

We have \$36,525 in checking and \$18,684 in savings. Allison implemented the CPA's recommendation to have RegOnline make direct deposits to the SDRME checking account. This is a change from the prior practice of the treasurer receiving the funds and then depositing the funds into the checking account.

The CPA also recommended to have a member of the Executive Committee (other than the Treasurer) review the finances. Kimberly will complete the review this year after the summer meeting final bills are paid and as information is transferred to Gary.

Allison will share treasurer related files and work on the transfer of credit cards and signing power to Gary. The transfer will occur after the final bill is paid for the summer meeting.

#### • Invited Reviews - David Cook

Two presenters will be presenting at the 2015 Summer Meeting and most other projects are making good progress. David and Allison have a good process in place for tracking who has been paid and who has completed his or her project. A call will go out in July for the next cycle of reviews

### **3. Summer Meeting Update - Maria Blanco**

- Maria visited the conference site last week and everything is going smoothly, but registration for hotel rooms has been slow thus far. Twenty members registered and correspondence Maria has received suggests a few others will be registering soon. One person registered but will now not be able to attend. Maria constructed the budget with an estimate of 24 members attending. She is

monitoring meeting registration and hotel registration closely. If we need to reduce costs, Maria will present suggestions to the Executive Committee, who will collectively make the final decision.

4. **Committee Membership** - Kimberly Hoffmann
  - There are openings on the nominating committee (Northeastern region) and the membership committee (Northeastern region). Jennifer Gibson will be chairing the international committee. Kimberly will approach members to fill these positions.
5. **Summer Meeting Post Survey** - Jorie Colbert-Getz
  - Jorie shared recommendations for changes to the survey that will provide more clarity on membership preferences for future meetings. The Executive Committee agreed to all recommendations, with some minor wording edits for the options of Question 3. Jorie will contact Hugh to see if he wants to continue administering the survey.
6. **SDRME Domain Update** - Kimberly Hoffmann & Maria Blanco
  - This continues to be of concern. Kimberly needs a group of people to help develop a process as the efforts to date have not resolved the issue. Communications Chair Beth Bierer, Carol, Maria, Gary, and Kim volunteered, and Kim will arrange an off-line meeting.
7. **International Committee** - Carol Capello
  - Carol will try to arrange for another gathering of international members at the 2015 AMEE meeting in Glasgow.
8. **CFAS Update** - Kimberly Hoffmann
  - A year ago, CFAS reached out to SDRME through our representatives Boyd Richards and Katie Huggett. CFAS was interested in assistance with a qualitative study to assess the new CFAS structure. CFAS has now approached our group again .
  - We will uphold our original commitment.