

SDRME Executive Meeting (Conference Call)

10/26/07

******Bolded items represent action steps needed.**

Participants: Linda Perkowski, Linda Goldenhar, Judy Shea, Maurice Hitchcock, Elaine Dannefer, Kristi Ferguson

AN ADDITION: We would like to officially welcome the new members of the committee, Hitch and Judy, and thank them for their willingness to serve SDRME.

Business Meeting Agenda at AAMC:

Linda presented a proposed agenda for the SDRME Business Meeting at AAMC and asked for some prioritization of topics. The group decided to focus on the annual survey and the summer meeting. **Revised agenda** listed at the end of these minutes.

Proposal creating a Finance Committee: At the summer meeting there was a discussion regarding the creation of a Finance Committee. A formal proposal is needed and the Executive Committee will review and vote on the addition of this committee. **Kristi will work with Linda G and Sandy to draft a proposal.** The goal would be to have this ready for the fall Business meeting but, if not feasible, the proposal will be reviewed at the Winter Executive Meeting.

Summer Meeting:

The contract for the Ashville Grove Inn is due today. **The Executive Committee agreed to approve this site and authorized Elaine to sign the contract and submit it to Grove Inn.** There was additional discussion around the numbers of members who attend the meeting; the purpose/focus of the meeting; the length of the meeting and the participant costs. Kristi reported that attendance in the past has ranged from 25-35 individuals. The numbers appear to vary with location (the Western venues appear more “popular”) and due to conflicts with other meetings (i.e., Ottawa). It was suggested that the membership should be allowed to revisit all these issues but we would proceed as planned this year to Ashville. It was also decided that the business meeting did not allow sufficient time for this type of discussion. The alternative proposal was **for Elaine, as program chair, to develop a written feedback form to elicit input from those attending the business meeting.** The focus of the feedback would be on what would bring members to the meeting.

SDRME Supported Invited Reviews:

At the summer meeting, the members attending recommended reinstating and supporting the invited reviews. In preparation of that, a historical review of past recipients and the status of their reviews were requested. The minutes from that meeting did not reflect who was assigned to that task. **Judy, as the member-at-large, will head the Invited Review**

Committee. Kristi agreed to look through archived documents to find a summary of prior awardees. Judy will use that information and form a committee to develop a plan, determine funding parameters and then distribute an rfp for the invited review. Previous members of the invited review committee were John Littlefield, Jon Veloski, Judy Shea and Amy Blue. **Judy will ask for volunteers at the business meeting.**

Listserve/Webcrossing Update:

In preparation for discontinuing use of *Webcrossing*, Kristi and Boyd have completed their review of materials currently in *Webcrossing*. They have made designations of what should be retained. Now action is needed to determine what we will use and how these documents will be housed. **Linda will talk to Jamie regarding his role in this process and ask him to update the membership on *Webcrossing* and the listserve.**

Member-at-large:

Although the position of member-at-large has been in existence for several years, the position description does not exist in the Procedures Manual dated Feb. 2005. Linda proposed the following description:

Duties of the Member-at-Large (which, by the way, have not been “approved”)

1. *To represent the interests of the general membership*
2. *To conduct projects that are congruent with the mission of SDRME (i.e., the invited reviews)*
3. *To accept duties as assigned by the President*
4. *To participate in planning of the fall business meeting and summer annual meeting.*

The committee approved this description. **Members attending the Fall Business meeting will be asked to vote to accept, modify or reject this description.**

Winter Executive Committee Meeting:

In accordance to our procedures and to prepare for the Summer meeting, the SDRME Executive Committee meets face-to-face early in the calendar year. In the past couple years this meeting has occurred at a regional meeting where the majority of the members already attended. To be able to plan the Summer meeting sooner, the decision was to have the winter meeting in Jan/Feb. in a central location. **Minneapolis was selected. Linda will send out potential dates during the week. A one day meeting is planned.**

Next Executive Committee Meeting:

The Executive Committee will meet in the McKinley Room of the Marriott at 5:30 pm on Sunday, Nov. 4th immediately prior to the Business Meeting.

The meeting was adjourned at 11:50 am (CST).

REVISED AGENDA

SDRME Fall Business Meeting
Nov. 4, 2007

- New member introductions
- Approval of Summer Meeting Minutes
- Treasurer's Report
- President's Report
- Communications Committee Report
- Annual SDRME Survey
 - Small group discussion and one-minute updates
- 2008 Summer Meeting
- Other business

*** International and Membership reports will be submitted as written reports.