

**SDRME Executive Committee Minutes**  
**July 9, 2007**  
**Park City, Utah**

Present: Drs. Dannefer, Ferguson, Goldenhar, Richards, Perkowski

<b>Topic</b>	<b>Discussion</b>	<b>Action Items/Conclusions</b>
<b>Business Meeting Agenda</b>	Treasurer report, committee reports Elections Discuss use of resources (invited reviews, research projects) CAS report Introduce steering committee and do office updates by member's of length of time in SDRME Discuss location of next summer's meeting—need site and sponsor	
<b>Treasurer's Report</b>	As June 13, 2007, SDRME had a total equity of \$23, 179.39. \$12,866.80 is in a checking account. \$10,312.59 is in a savings account with a 2.52% interest rate that generated \$230.06. The equity is generated primarily through membership fees (\$13,562.64). Discussion resulted in the decision to have Linda G serve as treasurer with final authority. Sandy will continue to manage finances, and a third person will be identified to create a finance committee.	<ul style="list-style-type: none"> <li>• Decision: Form finance committee composed of treasurer, manager and third member</li> <li>• Determine if by-laws need to be changed to create committee as standing body of the organization</li> <li>• Need to identify third member</li> <li>• Ask Sandy to write out the details of what needs to be done as treasurer. Add this to the procedure manual.</li> </ul>
<b>Summer Mtg Criteria</b>	Good climate, within hour of major airport, consider upfront obligation (better attrition allowance, less busy, probability of available rooms), food (great if no upfront food obligation and no final count until the last minute)	<ul style="list-style-type: none"> <li>• Announce at general business meeting</li> <li>• Kristi will look back to see how many new/old members are here vs. at previous meetings</li> <li>• Linda P will survey new attendees on the value of attending</li> </ul>
<b>Membership-general</b>	14 new inquiries in the last 6 months; active reviewing and recruiting ongoing. Carol Hodgson, Nicole Borges accepted. Sandy Cook is now an international member.	<ul style="list-style-type: none"> <li>• Kristi: follow-up with John regarding emeritus status of Denny Hobanand Emil Petrusa</li> </ul>
<b>CAS Member</b>	Diane Heestand wants to be replaced. Discussed having member going off the executive committee (past-past chair) be invited to serve as a representative when a replacement is needed and to serve several years. Boyd expressed a willingness to serve in this role.	<ul style="list-style-type: none"> <li>• Transition CAS membership from Diane to Boyd, if Boyd is invited to serve.</li> </ul>

<b>Membership-Executive Committee</b>	Two new members are needed: a president elect and a member at large	<ul style="list-style-type: none"> <li>• Nominating Committee will identify candidates for two new executive committee members; Executive Committee then decides who will fill positions of president elect and member at large</li> </ul>
<b>Nominating Committee</b>	Currently composed of Les Sandlow, Summers Kalishman, and Fred Wolf.	<ul style="list-style-type: none"> <li>• Kristi will follow-up on identifying new chair for nominating committee</li> <li>• Need to ask for volunteer for the finance committee</li> </ul>
<b>Communications</b>	<p>Jamie Shumway is basically serving as webmaster. The listserv is separate from WebCrossing and the membership list updates the listserv but does not update WebCrossing. So we don't need a new listserv. If we stop WebCrossing we need to save the archived important information.</p> <p>Do we need conferencing software for committees?</p> <p>Proposed Procedures: Require committee chairs to maintain electronically a document that includes minutes, messages, and reports of the committee and submit on a biannual basis to the executive committee prior to the two business meetings.</p>	<ul style="list-style-type: none"> <li>• Kristi will check with Jamie re. membership only page on Website—HostTech would need to set it up. Need to know if it archives.</li> <li>• Boyd and Kristi will go through Webcrossing archive and save what we need to a flash drive. Will need to be searchable.</li> <li>• Need permanent documentation for Committees</li> <li>• Follow-up with Jamie about an executive committee-only part of website where documents could be posted.</li> <li>• Follow-up with Jamie about an executive committee only part of website where executive documents could be posted.</li> </ul>
<b>Invited Review Committee</b>	This item added to executive committee meeting minutes after the business meeting of the membership.	<ul style="list-style-type: none"> <li>• Reinitiate the invited review committee and charge the group to conduct another round of reviews.</li> <li>• Finalize a decision about offering more money to invited reviewers.</li> </ul>