



International Field Directors and Technologies Conference

August 27, 2012 Organizers Conference Call Notes:

Present: Kelly (Elver), Rita (Koontz), Vince (Parker), Josh (Seeger), John (Stevenson), Joyce (Sweeney) Rob (Schofield) Wayne (Hatcher).

Absent:

AGENDA:

1. Evaluation data
2. Lew Berman resignation (Large Shop Field recruitment)
3. Recruitment for co-site position
4. Annual Meeting minutes
5. Financial report
6. Site (as needed)
7. Set Conference Call Schedule
8. Select January Meeting Date
9. Other

NOTES:

1. Evaluation Data:

Rita sent conference evaluation data. The response rate was 57% for the overall conference evaluation, and 60% for session specific evaluations.

Overall feedback was extremely positive!

Some specific issues people noted:

- There was a suggestion to move conference dates from Sunday to Wednesday to Sunday to Tuesday, with more sessions on Sunday evening.
- There was a suggestion to add some type of electronic forum to the abstract submission process to allow for those who would like to collaborate with others to network and encourage more abstract submission. Facebook or other social media may be helpful in providing such a forum. Organizers will investigate and consider for the fall 2012 submission period.
- The structure of having multiple keynote addresses on multiple days was popular.
- There were some complaints about sound, and we will investigate having microphones in every room.
- There were some complaints about screen placement, and we will work with the AV people and also consider this during the site visit, to try to ensure everyone can see screens in all rooms.

Next time we meet, we will have the following discussion points:

- What new topics should we encourage for presentations next year?
- What were themes regarding topics people would like to see more of in the evaluations?
- Should we tweak the balance of roundtables v.s. presentations? Evaluations seem to indicate attendees really like roundtables.
- Who will we invite as keynote speakers next year?
- What will we do for a closing presentation next year?

There was discussion of ways to help improve submissions and attendance at future conferences, and Rob and Rita will work together to compile an e-mail list from among the current members of the small shop list serve, the Survey Research list serve, and attendees from recent years, for use in sending a message encouraging

attendance from those who may not know about IFD&TC.

2. Lew Berman resignation (Large Shop Field recruitment)

Organizers were sad to hear that Lew Berman has moved to a private sector job and will no longer be able to serve on the committee as Large Shop Field representative, but wish him well in his new position.

We are beginning to investigate potential candidates from the pool of volunteers to be appointed to the position. Candidates discussed included:

- Duncan Wrighte of Statistics Canada
- Julie Brown of RAND
- Lisa Carley Baxter of RTI

Wayne contacted Duncan Wrighte, who is considering the position and will notify us by September 7, 2012 regarding his availability.

If he is not available, Rita will begin contacting the other candidates on the list.

3. Recruitment for co-site position Program Planning Meeting:

At the 2012 business meeting, Kelly Elver was appointed as co-registrar following the resignation of Lisa Klein. This leaves the position of co-site coordinator vacant. Rita noted that Christy Storey, Associate Director, A.L. Burruss Institute of Public Service and Research has volunteered for the position, has been highly recommended by other attendees, and has the full support of her organization. Christy will be offered the appointment as co-site coordinator until the next election can take place in 2013.

4. Annual Meeting minutes

Rita is compiling the annual meeting minutes, and will distribute those soon.

5. Financial report

Rita made a financial report that the conference budget is in good standing, and budget figures will be included with the annual meeting minutes.

6. Site

Joyce reported that she is beginning to work with the conference planner, Carole Kindred, to find a location for the 2013 conference in the Los Angeles area. It was noted that costs were high at the previous location in Santa Monica, and Joyce will instruct Carole to keep the possible locations fairly open at this point to allow for the selection of an affordable location that will work well for our conference.

7. Set Conference Call Schedule

A Doodle poll will be conducted to find the best time for conference calls, to be held every two weeks, for the coming 9 months leading up to the 2013 conference. We will wait until the Large Shop Field organizer position is filled to conduct the poll, so that that person's schedule may also be included as we consider dates.

8. Set January Meeting Dates

A Doodle poll will also be conducted to find the best time for the January conference planning meeting. Again, we will wait until the Large Shop Field organizer position is filled, so that that person's schedule may also be included as we consider dates.

TO DO List:

1. **Begin planning for 2013 Abstract Submission Process**
2. **Fill the Large Shop Field organizer position**
3. **Confirm the appointment of the new Co-Site Coordinator**
4. **Conduct Doodle Polls regarding scheduling of upcoming meetings**

Call concluded. Respectfully submitted, Kelly Elver, Co-Registrar