

2012 IFD&TC Annual Meeting
May 21, 2012 IFD&TC Registered Attendees
Facilitated by IFD&TC Advisory Committee, Tim Gabel, RTI International; Michael Gerling, USDA/NASS;
Cheryl Weise, University of Michigan

AGENDA (As announced in the 2012 IFD&TC Program Schedule):

- **Bylaws Revision**
- **Election of 2013 Organizers**
- **Treasurer's Report**
- **Minutes of the 2011 Annual Meeting**
- **Other**

Tim Gabel, Advisory Committee member called the meeting to order. Tim welcomed attendees to the IFD&TC 2012 Annual Meeting. Tim then turned the meeting over to Michael Gerling, USDA/NASS who talked about a proposed change of wording of the bylaws concerning having the same agency or institution represented multiple times on the organizing committee or advisory committee. The new wording will be distributed before the next conference and voted on at the business meeting of the 2013 conference.

Election of 2013 Organizers and Co-treasurer:

Michael Gerling expressed appreciation and thanks to Wayne Hatcher of the U.S. Census Bureau, and Vince Parker of Northern Illinois University, for their service on the IFD&TC Board of Directors/Organizing Committee over the past two years.

Michael shared with attendees the criteria for volunteering and being recruited to serve on the Board of Directors and other positions within IFD&TC. "The cycle of selecting organizers is a combination of large shop/small (medium) shop and field and tech. You may volunteer when you register for the conference, or you may e-mail or talk with any current or past organizer. You just need to make sure we know you are interested. Once you have made it known you would like to help on the Board of Directors/organizing team, your name is included in a database, so yes, we track who has offered to serve. Not only do we track the names of volunteers, but we also look at organizations that have had people on the Board of Directors/organizing team so we can spread the responsibility as widely as possible. Our greatest challenge seems to be small shop tech. Some have served more than once; we've broadened that category to include some large shop folks that have some small shops in their organizations. Anyway, the rotation can take some time, but we do want you to continue to let us know you are willing to help and keep attending the conference as that's also a factor considered. This is not an exclusive club and we want you to feel a part of all that goes on, but be patient, even if you've volunteered year after year, with all the factors to consider, it may take some time. One more note before we move on to nominations, when you have volunteered and the rotation is bright, you will be contacted prior to the conference to allow you time to discuss commitments with your organization to make sure you have their approval and support to serve. So in light of this, let me explain that we have had such conversations this year with two nominees who have already spoken with their organizations and received approval. We also welcome nominations from the floor, and if the person nominated (from the floor) accepts the nomination, we'll take a brief recess, to allow the nominee to speak with their organization to validate support for the nomination. When the new nominee has had opportunity to do this then the election of officers will proceed in the normal fashion, i.e. voting by ballot if there is more than one nomination. This being said if there are no questions, we'll proceed with the election of 2013 organizers.

Nominations opened, with Michael introducing Lou Berman* of the Centers for Disease Control and Prevention, and noting that Lou had accepted, with support from his organization, the nomination for the large shop field position on the Board of Directors for 2013-2014. Asking for nominations from the floor and hearing none, nominations for large shop field were closed. Lou Berman's nomination approved. Rob Schofield, with support from his organization accepted the nomination for the small shop tech position on the Board of Directors for 2013-2014. Asking for nominations from the floor and hearing none, nominations for small shop tech were closed. Rob Schofield nomination approved.

Michael then noted that since the last meeting, Lisa Klein, the co-registrar, withdrew from her role after taking a position with a private sector research company not eligible for IFDTC. Kelly Elver who had been serving as co-site coordinator moved to assist with co-registrar duties, and after careful consideration is willing to leave the co-site position and serve as co-registrar instead.

Nominations for co-registrar opened. Asking for nominations from the floor and hearing none, nominations for co-registrar were closed. Kelly Elver nomination approved.

A review of the database of volunteers for co-site coordinator will be conducted, and if no appropriate volunteers are available, a new call for volunteers will be sent out.

In accordance with the bylaws, Bill Mockovak, Bureau of Labor Statistics; and Adrianna Gonzalez of the US Census Bureau, co-treasurers, presented the 2012 Treasurer's report, which was also printed in the conference program for each attendee.

Minutes of the 2011 IFD&TC Annual Meeting, on page 18 of the 2012 Conference Program Schedule and disseminated to all attendees in the IFD&TC database, were reviewed. Michael asked for questions and/or comments. Hearing none, a motion was made by John Stevenson of University of Wisconsin; and seconded by Bill Connett of University of Michigan to approve the 2011 Annual Meeting Minutes. Motion approved.

An announcement was made regarding the JOHN TARNAI MEMORIAL SCHOLARSHIP which will provide an up-and-coming staff member of an academic survey organization with \$450 to help cover expenses associated with attending the annual meetings of the American Association for Public Opinion Research (AAPOR) and/or the International Field Directors and Technologies Conference (IFD&FTC). Nominations will be accepted from directors of academic survey organizations. The nominee should be early in their career, be pursuing a long-term career in survey work, and demonstrate one or more of the following criteria:

- commitment to producing quality survey data and related work products;
- commitment to learning and implementing best research practices;
- commitment to advancing knowledge about best research practices;
- commitment to sharing and disseminating knowledge within and/or outside the survey organization; or
- commitment to advancing the goals, mission, stability, and longevity of the survey organization.

first time attendees were welcomed and thanked and a request for other business was made by Michael Gerling and hearing none, adjourned the meeting.

Respectfully submitted, Rita Koontz and Kelly Elver, Co-Registration Coordinators/Secretary

NOTE: These minutes have been reviewed and approved by the IFD&TC Governing Board

***UPDATE: On 7/26/2013 Lew Berman of the CDC resigned from the IFD&TC Organizing Team and Julie Brown, RAND was appointed by the Organizers to complete his term.**