

2015 IFD&TC Annual Meeting
May 18, 2015 IFD&TC Registered Attendees
Facilitated by IFD&TC Advisory Committee Members,
Michael Gerling, USDA/NASS; Cheryl Wiese, Univ. of Michigan, Wayne Hatcher, US Census Bureau, Emeritus

AGENDA:

- **Welcome New Advisory Board Member**
- **Minutes of the 2014 Annual Meeting**
- **Update of 501(c)3 Status**
- **Explanation of Officer Terms**
- **Election of 2015 Organizers**
- **Treasurer's Report**
- **Site Update**
- **Other**

Michael Gerling, on behalf of the Advisory Committee called the meeting to order at 4:10pm, with forty-four (44) conference attendees present. Michael, Cheryl and Wayne welcomed attendees to the IFD&TC 2015 Annual Meeting.

Welcome New Advisory Board Member:

Wayne Hatcher welcomed new Advisory Committee member, Rita Koontz, Washington State University and long-time IFD&TC Registration Coordinator to the committee, and explained the role of the Advisory Committee. (See attached.) Wayne introduced the Conference Organizers, the Program Organizers, and the Treasurers. (See attached.)

Minutes of the 2014 Annual Meeting:

The minutes of the 2014 IFD&TC annual meeting were reviewed and Wayne asked for comments/questions. Hearing none, a motion was made by John Stevenson, University of Wisconsin to approve the minutes and seconded by Rita Thissen, Research Triangle International. Motion approved.

Update of 501(c)3 Status:

Rita Koontz, Advisory Committee Member reported that the IFD&TC 501(c)3 application was submitted in January and verbal approval from the Internal Revenue Service (IRS) was given on May 15, 2015 based on adding a dissolution article to the current IFD&TC bylaws. To comply with the bylaws it is necessary to notify the membership of any potential changes "at least one month prior to the annual business meeting". In order for this to happen, notification would be given in April of 2016 and the 501(c)3 would not be approved until after the May 2016 IFD&TC annual meeting. In the best interest of IFD&TC it was proposed that the membership approve waiving the "one month prior" notification for this purpose only. Bob Lee, University of Michigan, Emeritus made a motion to waive the "one month prior" notification (for this one time), seconded by Merrill Shanks, University of California-Berkeley & Orin Day, Research Triangle International. Motion approved.

Having waived the "one month prior" notification, Article XIV - Dissolution was presented for approval.

ARTICLE XIV – DISSOLUTION

14.1. The International Field Directors & Technologies Conference is organized exclusively for charitable, scientific and educational purposes, including, for such purposes, the making of

distributions to organizations that qualify as exempt organizations described under Section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Motion made by Bill Connett, University of Michigan, and seconded by Marion Schultz, Research Triangle International to approve adding Article XIV – Dissolvment to the IFD&TC Bylaws, effective immediately. Motion approved. (See attached)

Explanation of Officer Terms:

Michael Gerling discussed Conference Organizer and Program Organizer terms and election requirements.

- 2015 Co-site Coordinator – Joyce Sweeney
 - Large Shop Tech Representative
 - Small Shop Field Representative
- 2016 Co-registrar – Kelly Elver
 - Co-treasurer – Adriana Gonzalez-Crenshaw
 - Large Shop Field Representative
 - Small Shop Tech Representative

Election of 2015 Organizers:

Michael Gerling expressed appreciation and thanks to Gina-Qian Cheung, University of Michigan, representing Large Shop Tech and Amanda Richardson, University of Nebraska, representing Small Shop Field for their leadership over the past year.

Michael shared with attendees the criteria for volunteering and being recruited to serve on the Board of Directors (Organizers) 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, as noted, it takes time. One more note before we move on to nominations, when you have volunteered and the rotation is right, 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 2015 organizers.

Wayne Hatcher opened nominations for Conference and Program Organizers (Board of Directors) for 2015-2016. Wayne introduced Joyce Sweeney, Bureau of Labor Statistics, who has agreed to accept the nomination and has the support of her organization for Co-site Coordinator with a four year term (2016-2020). Asking for nominations from the floor and hearing none, nominations for Co-site were closed. Joyce Sweeney's nomination was approved.

Michael Gerling introduced Orin Day, Research Triangle International who had agreed to accept the nomination and has the support of his organization for Large Shop Tech Organizer. Asking for nominations from the floor and hearing none, nominations for Large Shop Tech were closed. Orin Day's nomination was approved.

Cheryl Wiese introduced Kelleigh Trepanier, Kennesaw State University, who had agreed to accept the nomination and has the support of her organization for Small Shop Field Organizer. Asking for nominations from the floor and hearing none, nominations for Small Shop Field were closed. Kelleigh Trepanier's nomination was approved.

Treasurer's Report

In accordance with the bylaws, Bill Mockovak, Bureau of Labor Statistics and Adriana Gonzalez, US Census Bureau, Co-treasurer, presented the 2015 Treasurer's report. (See attached.)

According to the bylaws, Section 5.2.5 notes:

"The Treasurers shall report the status of the organization funds to the membership at the business meeting of the annual conference and file all necessary papers and forms for the organizations required by law.

The Treasurers shall be responsible for submitting the annual financial report for approval by the Board of Directors. The financial report shall be presented for discussion at the meeting prior to the annual meeting. The financial report shall be approved at the annual meeting."

The Treasurer's report is posted on the IFD&TC website.

1. The annual treasurer's report covers the previous calendar year, thus this report covers 2014. All papers and forms required by law have been submitted and as mentioned a current financial report is in your conference program.
2. Experience has shown a bank balance around \$10-\$15 thousand is sufficient as start-up funds for the next fiscal year.
3. The organizers (Board of Directors) has approved the 2015 Financial Report

Kurt Johnson, Penn State asked about credit card processing fees. Organizers noted that fees were negotiated well below standard fees and that while no one likes fees, paying by credit card is essential for processing conference fees. Asking for questions and hearing none, motion was called for. Vince Parker, University of Illinois, made a motion to approve the 2015 IFD&TC Financial Report, seconded by John Stevenson, University of Wisconsin. Motion approved

Site Update:

2016 site update was given by Joyce Sweeney. An agreement has been signed with Austin (TX) AT&T Executive Conference Center for the IFD&TC 2016 annual conference. The 2017 conference will be in New Orleans, LA; 2018 in Denver, CO, 2019 Toronto, CA and 2020 Atlanta, GA.

Other:

A lively discussion was held about ways to raise attendance back into the range of 225-250 at the annual conference. The Organizers and Advisory Committee will work on getting the word out in more places and encouraging attendance in a variety of ways.

Wayne Hatcher thanked everyone for attending, asked for questions, comments or new business and hearing none, adjourned the 2015 IFD&TC Annual Meeting at 5:16pm.

Respectfully submitted, Chery Wiese and Rita Koontz, Advisory Committee Members

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

IFD&TC Special Advisory Committee

Adopted 10/12/2007, revised 8/12/2010, revised 9/21/2010

The governing board of the 2008 conference has decided to create two additional positions on the Committee. This decision is based on the charter provision that states "*The governing Board may appoint additional ad-hoc officers and subcommittees, as they deem necessary or as established by law*"

These two additional members will be considered as special advisors to the committee. These two members will be appointed for a period of 4 or 5 years and the following criteria will dictate who those additional members can be:

- There should be one representing the field side and one the technology side.
- The mix of representation should also include a member from a small and a large shop.
- Their main objective is the long term planning of the conference and special assignments such as, but not limited to:
 - Insurance
 - Membership
 - Sponsorship
 - Charter updates
 - Business meeting follow up
 - Validation of choice of location
 - Validation of Conference Fees changes
 - Feedback on initiatives
 - Consultation on past experience
- They should have proven experience in the conduction of these types of activities.
- They should be senior members of their respective organizations.
- During the August 12, 2010 meeting of 2011 Governing Team it was decided to add a member to the Advisory Committee making it a team of three (3). This appointment will continue through the 2015 annual conference.

NOTES: Tim Gabel-term will end 2013
Michael Gerling-term will end 2014
Cheryl Wiese-term will end 2015
Wayne Hatcher-term will end 2016

Committee will establish a rotating lead/coordinator person, Tim Gabel will serve in that role until after the 2011 conference when the committee will decide who will take that role for the next year.
Revised 9/21/2010 (Ad'l committee member added, 9.2013 no other edits since 2010.)

Welcome to the
2015
*International Field Directors
and
Technologies Conference
Business Meeting*



Advisory Committee

Cheryl Wiese
Univ. of Michigan



Rita Koontz
Washington State Univ.



Wayne Hatcher
U.S. Census Bureau
Emeritus



Michael Gerling
USDA/NASS



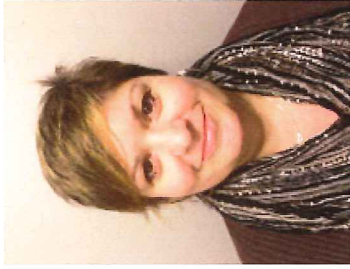
2015 Conference Organizers

The term of office of the site chairperson, the treasurer and the registrar/secretary shall be four (4) years with a renewal of an additional four years, staggered so that one person from each pair of offices is elected every two years.

Kelly Elver
Univ. of Wisc.
Registrar Co-chair



Heather Terhune Marti
Indiana Univ. Center for
Research
Registrar Co-chair



Joyce Sweeney
Bureau of Labor
Statistics
Co-site Coordinator

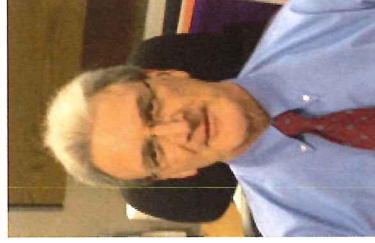


Julie Brown
RAND
Co-site Coordinator



Treasurers

Bill Mockovak
Bureau of Labor
Statistics
Co-treasurer



Adriana Gonzalez-Crenshaw
Census Bureau
Co-treasurer



2015 Program Organizers

Each program chairperson (field director or field technology) member shall be elected as the first item of business at the annual business meeting by a majority of business meeting attendees to serve a two (2) year term. Elections are staggered so that one person from each pair of offices is elected each year. The term is renewable with no limit on consecutive terms.

Betsy Payne

Batelle
(Large shop, Field)



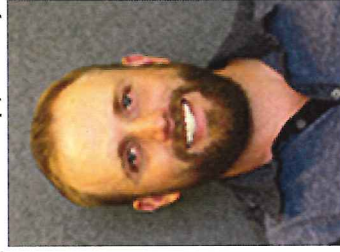
Amanda Richardson

Univ. of Nebraska
(Small shop, Field)



Brian Harnisch

Wyoming Survey &
Analysis Center
(Small shop, Tech)



Gina-Qian Cheung

Univ. of Michigan,
(Large shop, Tech)



Review of the 2014 Business Meeting Minutes

2014 IFD&TC Annual Meeting
May 19, 2014 IFD&TC Registered Attendees
Facilitated by IFD&TC Advisory Committee Members,
Michael Gerling, USDA/NASS; Cheryl Wiese, University of Michigan, Wayne Hatcher, U.S. Census Bureau

AGENDA (As announced in the 2014 IFD&TC Program Schedule):

- Minutes of the 2013 Annual Meeting
- Election of 2015 Organizers
- Treasurer's Report
- Other

Michael Gerling, Cheryl Wiese, and Wayne Hatcher, Advisory Committee members called the meeting to order. Cheryl welcomed attendees to the IFD&TC 2014 Annual Meeting.

Cheryl reviewed the minutes of the 2013 IFD&TC Annual Meeting; that had been distributed to all members via e-mail and included in the 2014 IFD&TC conference program. Cheryl asked for questions and/or comments. Hearing none, motion was made and approved from the floor, motion passed.

Wayne reviewed the current conference organizers and their corresponding term expiration dates.

Election of 2015 Organizers:

Michael expressed appreciation and thanks to Julie Brown, RAND Corp, representing Large Shop Field and Eric White of the University of Wisconsin, who stepped in following the mid-term resignation of Robert Schofield of Penn State, representing Small Shop Tech for their leadership over the past year.

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, as noted, it takes time. One more note before we move on to nominations, when you have volunteered and the rotation is right, 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 2015 organizers.

Review of the 2014 Business Meeting Minutes

Nominations were opened for the Board of Directors for 2015-2016, with Michael introducing Brian Harnisch, nominee for the small shop tech position, noting that Brian has accepted with support from his organization. Asking for nominations from the floor and hearing none, nominations for small shop tech were closed. Brian Harnisch's nomination was approved. Michael then introduced Betsy Payn, Battelle, nominee for the large shop field position, noting Betsy has accepted with support from her organization. Asking for nominations from the floor and hearing none, nominations for large shop tech were closed. Betsy Payn's nomination was approved.

Michael announced the Rita Koontz, long time Registrar and Co-Registrar of the IFD&TC has decided not to run for a successive term of her position, and that an election for that position is to be held today. Rita was not able to be present due to a family emergency, so Kelly Elver, Co-Registrar, described the duties and time commitments of the position. In response to an e-mailed request for nominees to the mailing list before the conference, two candidates announced their interest in the position and that they had the support of their organizations. These were Heather Terhune Marti of Indiana University Center for Survey Research, and Martha Belanger of University of New Hampshire. Ballots were distributed to the attendees of the business meeting, results were tallied, and Heather Terhune Marti was announced as the successful candidate for the position of Co-Registrar.

Treasurer's Report

In accordance with the bylaws, Adriana Gonzalez, of the US Census Bureau, co-treasurer, presented the 2013 Treasurer's report, which was also printed in the conference program for each attendee.

According to the bylaws, Section 5.2.5 notes:

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1. The annual treasurer's report covers the previous calendar year, thus this report covers 2013. All papers and forms required by law have been submitted and as mentioned a current financial report is in your conference program.
 2. Experience has shown a bank balance around \$10-\$15 thousand is sufficient as start-up funds for the next fiscal year.
 3. The organizers (Board of Directors) has approved the 2013 Financial Report
- Asking for questions and hearing none, motion was called for. A motion was made and seconded from the floor to approve the 2013 IFD&TC Financial Report. Motion passed.

Cheryl and Joyce Sweaney provided information on next year's site – Fort Lauderdale, FL

Cheryl thanked everyone for attending, asked for questions, comments or new business and hearing none, adjourned the 2014 IFD&TC Annual Meeting.



Department of the Treasury
Internal Revenue Service

501c3 Status - Update



Bylaw change for 501c3 Compliance

Using Article XIII

ARTICLE XIII – AMENDMENT TO BYLAWS

13.1 These Bylaws may be amended when necessary by a two-thirds majority of the IFD&TC membership present at the business meeting. There must be at least 10 percent of conference attendees present at the business meeting to constitute a quorum. Proposed changes to the Bylaws must be made available electronically (for example, e-mail, Web) to all eligible active members at least one month prior to the annual business meeting.



Propose Change to IFDTC Bylaws

1. Waive the one month requirement to propose and vote on adding Section 14.1 to be in accordance with the IRS requirements for 501c3 exemptions.



Propose Changes to IFDTC Bylaws

ARTICLE XIII – AMENDMENT TO BYLAWS

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Propose Addition to IFDTC Bylaws

ARTICLE XIV – DISSOLVEMENT

14.1. The International Field Directors & Technologies Conference is organized exclusively for charitable, scientific and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.



Conference Organizers

Term Expirations

- 2015 Co-site Coordinator – Joyce Sweeney
Tech Representative - Gina-Qian Cheung
Field Representative - Amanda Richardson
- 2016 Co-registrar – Kelly Elver
Co-treasurer - Adriana Gonzalez-Crenshaw
Field Representative - Betsy Payne
Tech Representative - Brian Harnisch
- 2017 Field Representative -
Tech Representative -
Co-site Coordinator -
- 2018 Co-treasurer – Bill Mockovak
Co-registrar - Heather Terhune Marti
Field Rep -
Tech Rep -





Election of Organizers



1 – Co-site-Coordinator

1 - Tech Representative

1 - Field Representative





Financial Report

Bill Mockovak
Adriana Gonzalez-Crenshaw



Submitted by Bill Mockovak, BLS; Adriana Gonzalez, Census, Co-treasurers

Balance as of 1/1/2014	\$ 39,682.28
Balance as of 12/31/2014	<u>\$ 26,551.42</u>
Net Decrease	\$ 13,130.86

Revenue

From 2014 Conference	\$ 99,076.00
Less 2014 Conference fee Refunds	-3,240.00
Interest Income from bank account	4.89
Bank credit	1,302.50
Total Revenue	<u>\$97,143.39</u>

Expenses

Conference expenses	\$ 100,468.60
Operating expenses (see below)	<u>\$ 10,0717.66</u>
Total Expenses	\$ 111,186.26

Net Loss

-14,042.87

^aOperating Expenses. Corporation operating expenses include the following:

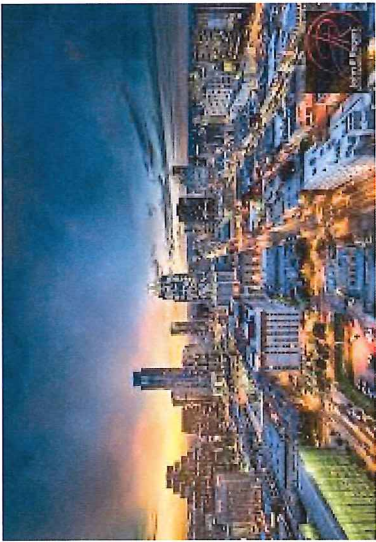
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|--|------------|
| • Director's Insurance | \$689 |
| • Services of a registered corporate agent | \$199 |
| • Corporate registration fee (Virginia) | \$25 |
| • Virginia 2013 tax payment | \$716.22 |
| • Federal 2013 tax payment | \$1,582.10 |
| • Virginia advance 2014 tax payments | \$800 |
| • Federal advance 2014 tax payments | \$1,700 |
| • Bank of America fees | \$4,414.17 |
| • Cost of income tax preparation by a CPA | \$540 |
| • Other bank service fees | \$47 |
| • USPS | \$517 |

Total \$10,717.66

Conference expenses include conference facilities and food, cost of AAPOR workshops, AV equipment, registration materials and services, website programming, site visit, and planning.

ITD&TC is incorporated for financial/tax reasons in the State of Virginia.

Information submitted by Bill Mockovak on April 6, 2015.



2016

