

2016 IFD&TC Annual Meeting Minutes for Review and Approval
May 16, 2016 IFD&TC Registered Attendees
Facilitated by IFD&TC Advisory Committee Members,
Michael Gerling, USDA/NASS; Rita Koontz, Washington State University, Josh Seeger, NORC,
Betsy Blunsdon, Australian Consortium for Social and Political Research Inc.

AGENDA:

- **Welcome New Advisory Board Members**
- **Minutes of the 2015 Annual Meeting**
- **Proposed By-law Change**
- **Explanation of Officer Terms**
- **Election of 2016 Organizers**
- **Treasurer's Report**
- **Site Update**
- **Other**

Michael Gerling, on behalf of the Advisory Committee called the meeting to order at 4:55 pm, with approximately 50 conference attendees present. Michael and Rita welcomed attendees to the IFD&TC 2016 Annual Meeting.

Welcome New Advisory Board Members:

Wayne Hatcher retired in 2016, and Cheryl Wiese took a new position at an ineligible organization, so with the approval of the Board of Directors (Organizing Team) three new members were invited to join the Advisory Committee, bringing the committee size to five. Michael explained the role of the Advisory Committee and introduced the Conference Organizers, the Program Organizers, and the Treasurers.

Minutes of the 2015 Annual Meeting:

The minutes of the 2015 IFD&TC annual meeting were reviewed and Michael asked for comments/questions. Hearing none, a motion was made by John Stevenson, University of Wisconsin to approve the minutes and seconded by Josh Seeger of NORC. Motion approved.

Update Regarding Proposed By-law Change:

Rita Koontz, Advisory Committee Member reported that the IFD&TC organizing team had experienced a great deal of turnover in recent years, and in light of that, the Advisory Committee recommends that an amendment to the bylaws be made to remove term limits as that is happening naturally in most positions, too much in fact. According to the bylaws a message must be sent thirty days in advance of a vote to change the bylaws. A message was sent to all registered attendees one month prior to this meeting, recommending members review and consider this bylaw change and that a vote on this proposed by-law change would be voted on at the May (this) meeting (see attached).

A discussion was held about the need for greater support from member organizations to ensure that the work of organizing the conference is shared fairly between all attending organizations. Ron Langley expressed concern that so much of the work of the conference falls on the senior Registrar and Site Coordinators, Kelly Elver and Joyce Sweeney. Tim Gabel supported this concern. Various attendees including John Stevenson, Chris Schlapper, and both Co-Registrars Kelly Elver and Heather Terhune Marti spoke regarding the length of time it takes to become proficient as a registrar, and how challenging it has been to maintain longevity on the organizing team. Discussion included assurances from the current organizing team that more help would be welcomed, and that this by-law change only allows for a person holding an organizing position to be elected more than the current two term limit

allows, but that all efforts would be made to encourage anyone interested in being elected to the organizing team to put their name forward for election. Attending organizations are asked to be as supportive as possible in granting staff the time and needed support to become an organizer if they are interested in doing so.

Motion made by Josh Seeger of NORC, and seconded by Bill Connett, University of Michigan, to approve this by-law change, and the motion was passed.

Explanation of Officer Terms:

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

- 2016 Co-Registrar – Kelly Elver
 Co-Treasurer - Adriana Gonzalez-Crenshaw
 Field Program Organizer - Betsy Payne
 Tech Program Organizer - Brian Harnisch

- 2017 Field Program Organizer - Kelleigh Trepanier
 Tech Program Organizer – Orin Day
 Co-site Coordinator – Julie Brown

- 2018 Co-Treasurer – Bill Mockovak
 Co-Registrar - Heather Terhune Marti
 Field Program Organizer -
 Tech Program Organizer –

Election of 2016 Organizers:

Michael Gerling expressed appreciation and thanks to Betsy Payn of Battelle International, representing Large Shop Field and Brian Harnisch of University of Wyoming, representing Small Shop Tech for their leadership over the past two years.

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 2016 organizers.

Betsy Blunsdon opened nominations for Conference and Program Organizers (Board of Directors) for 2016-2017. Betsy introduced Kelly Elver, University of Wisconsin Survey Center, who has agreed to accept the nomination and has the support of her organization for Co-registration Coordinator with a four year term (2017-2021). Asking for nominations from the floor and hearing none, nominations for Co-registrar were closed. Kelly Elver's nomination was approved.

Betsy Blunsdon introduced Lindsey Witt-Swanson of the University of Nebraska, who had agreed to accept the nomination and has the support of her organization for Co-Treasurer. Asking for nominations from the floor and hearing none, nominations for Co-Treasurer were closed. Lindsey Witt-Swanson's nomination was approved.

Josh Seeger introduced Adam Zammit of the Australian Consortium for Social and Political Research Inc., who had agreed to accept the nomination and has the support of his organization for Small Shop Tech Organizer. Asking for nominations from the floor and hearing none, nominations for Small Shop Tech were closed. Adam Zammit's nomination was approved.

Betsy Blunsdon introduced Kerryann DiLoreto of the University of Wisconsin Survey Center, who had agreed to accept the nomination and has the support of her organization for Large Shop Field Organizer. Asking for nominations from the floor and hearing none, nominations for Large Shop Field were closed. Kerryann DiLoreto's nomination was approved.

Treasurer's Report

In accordance with the bylaws, Bill Mockovak, Bureau of Labor Statistics, 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 2015. 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 2016 Financial Report

A question was asked about the process if the bank balance is higher than the recommended start up amount as it is this year. Bill noted that if the balance should be higher than this amount, future year's registration fees will be lowered.

Asking for additional questions and hearing none, motion was called for. Tim Gabel of RTI and Rita Koontz of Washington State University made a motion to approve the 2016 IFD&TC Financial Report, seconded by Joyce Sweeney of the Bureau of Labor Statistics. Motion approved.

Site Update:

2017 site update was given by Joyce Sweeney. An agreement has been signed with Westin New Orleans for the IFD&TC 2017 annual conference. The 2017 conference will be in New Orleans, LA; 2018 in Denver, CO, 2019 Toronto, CA and 2020 Atlanta, GA.

Joyce noted we are using a new company to assist with the hotel scouting and bidding process. She reported that it has been increasingly difficult to find rooms at the Federal per diem rate in the cities chosen for the conference. The 2017 rate will be \$175 a night and per diem in New Orleans is only \$138. Joyce also reported that the costs in Denver are also very high, and we may consider Boulder as an alternative city near AAPOR.

Other:

During discussion, the attendees noted the greatly increased conference attendance this year, Kelly noted we were at 227 registered attendees for 2016. Some concern was expressed that certain large organizations were sending so many attendees over the general cap of 16 per organization. To help increase attendance, but encourage those attendees to come from a variety of organizations, a suggestion was made to allow for employees of private sector companies who do work for government agencies or non-profit sponsors be allowed to attend on a case by case basis. A working group will be formed in the coming year by the organizational team to explore how such a plan might be implemented.

Jen Dykema noted that the AAPOR conference in 2018 will begin and end one day earlier than usual, creating a one day gap between IFD&TC 2018, and AAPOR. This was made note of, and Joyce will explore implications for IFD&TC.

Michael thanked everyone for attending, asked for questions, comments or new business and hearing none, adjourned the 2016 IFD&TC Annual Meeting at 5:46pm.

Respectfully submitted, Kelly Elver, Co-Registrar, IFD&TC.

NOTE: These minutes have been reviewed and approved by the IFD&TC Organizers.

Proposed Bylaw change:

4.2 Number, Election, Term, and Qualifications

4.2.3 Terms and Term Limits

CURRENT:

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. There will be an annual election rotation starting with the co-registrar, followed by the co-site coordinator, followed by the other co-registrar, followed by other co-site coordinator. The treasurer rotation will follow the registrar election schedule.

PROPOSED:

The term of office of the site chairperson, the treasurer and the registrar/secretary shall be four (4) years. The term is renewable with no limit on consecutive terms. Elections are staggered so that one person from each pair of offices is elected every four years or as needed.

International Field Directors and Technologies Conference
Financial Report for Calendar Year 2015
Submitted by Bill Mockovak, BLS; Adriana Gonzalez, Census, Co-treasurers

Balance as of 1/1/2015	\$ 26,551.42
Balance as of 12/31/2015	<u>\$ 37,819.15</u>
Net Increase	\$11, 267.73

Revenue

From 2014 Conference	\$ 98,789.60
Interest Income from bank account	<u>4.83</u>
Total Revenue	\$ 98,794.43

Expenses

Conference-related expenses	\$ 84,955.20
General operating expenses	<u>\$ 2,571.50</u>
Total Expenses	\$ 87,526.70

<u>Net Gain</u>	\$ 11,267.73
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***General Operating Expenses.** Include the following:

• Director's and Officer's Insurance	\$824
• Services of a registered corporate agent	\$199
• Corporate registration fee (Virginia)	\$25
• Tax payment to U.S. Treasury for 501c(3) application	\$850
• Cost of income tax preparation by a CPA	\$640
• USPS charges	<u>\$33.50</u>
	Total \$2,571.50

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

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

Information submitted by Bill Mockovak on April 6, 2016.