

**2017 IFD&TC Annual Meeting Minutes for Review and Approval by
2018 IFD&TC Registered Attendees**

**2017 Business Meeting Facilitated by IFD&TC Organizing Team Members,
Michael Gerling, USDA/NASS; Josh Seeger, NORC, Betsy Blunsdon, Australian Consortium for
Social and Political Research Inc.; Amanda Richardson, ; and the Organizing Team.**

AGENDA:

- **Minutes of the 2016 Annual Meeting Approval**
- **Explanation of Officer Terms**
- **Election of 2018 Organizers**
- **Treasurer's Report**
- **Site Update**
- **Other**

Josh Seger, on behalf of the Advisory Committee called the meeting to order at 4:45 pm, with approximately 80 conference attendees present.

Minutes of the 2016 Annual Meeting:

The minutes of the 2016 IFD&TC annual meeting were printed in the back of the conference program and reviewed. Michael asked for comments/questions. Hearing none, a motion was made by Jen Dykema, University of Wisconsin to approve the minutes and seconded by Bill Connett, University of Michigan. Motion approved unanimously.

Rick's presentation, Kelly's presentation, Ron's presentation, opened up for discussion

Three people present spoke up in favor of the eligibility group's recommendations citing them as reasonable. There was discussion about implementing the recommendations as a pilot effort to see how it goes. Implementing the recommendations do not require a bylaw change.

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 - vacant Field Program Organizer – Kerryann DiLoreto Tech Program Organizer – Adam Zammit

Election of 2018 Organizers:

Josh Seeger expressed appreciation and thanks to Kelleigh Trepanier of Kennesaw State University, representing Small Shop Field and Orin Day of RTI, representing Large Shop Tech for their leadership over the past two years.

Amanda Richardson 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.

Josh Seeger opened nominations for Conference and Program Organizers (Board of Directors) for 2017-2018. Josh introduced Julie Brown, RAND, who has agreed to accept the nomination and has the support of her organization for Co-Site Coordinator with a four year term (2018-2021). Asking for nominations from the floor and hearing none, nominations for Co-site coordinator were closed. Julie Brown’s nomination was approved.

Josh Seeger introduced Chris Benson of NORC, who had agreed to accept the nomination for Organizing Committee and has the support of his organization. Asking for nominations from the floor and hearing none, nominations for Organizing Committee representing Large Shop Tech were closed. Chris Benson’s nomination was approved.

Amanda Richardson introduced Kayla Dean of Health Partners, who had agreed to accept the nomination for Organizing Committee and has the support of her organization. Asking for nominations from the floor and hearing none, nominations for Organizing Committee representing Small Shop Field were closed. Kayla Dean’s nomination was approved.

Treasurer’s Report

In accordance with the bylaws, Bill Mockovak, Bureau of Labor Statistics, presented the 2016 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 2016. 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. Hotels have required deposits of up to \$12,000 in advance of registration, so this number may need to be increased to \$15 to \$20 thousand.
3. The organizers (Board of Directors) has approved the 2016 Financial Report

Bill noted that overall, our objectives are to breakeven but with some money to cover unexpected expenses and deposits to hotels, which are growing more frequent and in size.

Asking for additional questions and hearing none, motion was called for. Ron Langley of University of Kentucky made a motion to approve the 2016 IFD&TC Financial Report, seconded by Josh Seeger of NORC. Motion approved.

Site Update:

2018 site update was given by Joyce Sweeney. An agreement has been signed with the Hyatt at Tech Park near Denver for the IFD&TC 2018 annual conference. The 2019 conference will be in Toronto, Canada and in 2020 will be in Atlanta, GA.

Joyce noted that AAPOR will start a day earlier in Denver though IFD&TC will not be starting earlier. Thus there will be a full day (Saturday) between the two conferences.

Other:

During discussion, Kelly discussed the Co-registrar vacancy and some steps taken to try to fill the position. Kelly noted a suggestion given to her to consider a retiree: someone who had retired from survey research who might have some free time and interest in assisting as Co-Registrar. Kelly did reach out to Rita Koontz, who might be able to help with a few tasks though perhaps not the full position of Co-Registrar. There was discussion that while we’d love to have Rita’s help in the short run, this is not a sustainable model, so shops are encouraged to look among their staff for someone willing to make the commitment and support them.

Michael thanked everyone for attending, asked for questions, comments or new business and hearing none, adjourned the 2017 IFD&TC Annual Meeting at 5:49pm.

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

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