

**2018 IFD&TC Annual Meeting Minutes for Review and Approval by
2019 IFD&TC Registered Attendees**

**2018 Business Meeting Facilitated by IFD&TC Organizing Team Members,
Kelly Elver, Joyce Sweeney, Julie Brown, Kerryann DiLoreto, and Chris Benson**

AGENDA:

- **Welcome and Introductions**
- **Review and Approval of 2017 Conference Minutes**
- **Registrar's Update**
- **Site Update**
- **Description of the IFD&TC Organizing Process**
- **Election of New Organizers**
- **Treasurer's Report**
- **Small Shop Outreach Working Group Chair's Update/Results of Web Survey**
- **Other New Business or Discussion**

Kelly Elver (University of Wisconsin) Co-registrar called the meeting to order, welcomed everyone, and introduced this year's organizing committee.

-Kelly Elver (Co-registrar)
-Martha Belanger (Co-registrar)
-Chris Benson (Tech Organizer)
-Adam Zammit (Large Shop Tech Organizer)
-Julie Brown (Site Organizer)
-Joyce Sweeney (Site Organizer)
-Kerryann DiLoreto (Large Shop Field Organizer)

Kayla Dean (Small Shop Field Organizer) dropped off the committee in April as she had recently left her employment and was no longer involved in survey work at that time.

Review and Approval of 2017 Conference Minutes

Minutes of 2017 conference were reviewed and no comments were made. Merrill Shanks, University of Berkeley made a motion to accept the minutes, Orin Day, RTI International, seconded the motion. Motion approved unanimously.

Registrar Update - Kelly Elver

Kelly reported on the status of for-profit staff participation. This was the first year that staff from for-profit organizations have been allowed to attend the conference, only if they appear on the program. Eleven staff members from for-profit companies came and presented at the conference this year. We will continue with this policy for the 2019 conference, and then review the impact and if we should continue for the 2020 conference.

This year 204 registered for the conference. This is about average. The charter caps registration at 250.

Site Update - Joyce Sweeney and Julie Brown

Joyce Sweeney and Julie Brown reported on the sites for next two years.

- 2019 will be at the Hilton in Toronto Canada.
- 2020 will be in Atlanta.

AV costs were discussed as a major cost driver for the conference. Hosting two fewer breakout rooms would open up the hotel options the conference could consider. We are struggling to fill sessions each year so want to consider holding fewer sessions. Organizing team will look at holding four sessions in place of six sessions each time slot.

Next, the issue of discontinuing our tradition of following AAPOR was discussed. By separating from them, we could pick our own site and save on taxes. We could go to states that recognize our 501C3 status. We also may attract attendees who simply find attending AAPOR and IFDTC sequentially too long to be away from home and work if we considered moving to another time of the year.

Attendees were reminded to stay at the conference hotel as that does help with the room rates.

Explanation of Officer Terms:

Org Position	Current	Term Length	Elected	Term	Next Election	Next Slot Term
Co-Registrar	Kelly Elver, UWSC	4 years	2016	2017-2020	2020	2021-2024
Co-Registrar	Vacant	4 years			2018	2019-2022
Co-Site	Joyce Sweeney, BLS	4 years	2015	2016-2019	2019	2020-2023
Co-Site	Julie Brown, RAND	4 years	2017	2018-2021	2021	2022-2025
Co-Treasurer	Bill Mockovak, BLS	4 years	2014	2015-2018	2018	2019-2022
Co-Treasurer	Lyndsey Witt-Swanson, UNL	4 years	2016	2017-2020	2020	2021-2024

Program Position	Current	Term Length	Elected	Term	Next Election	Next Slot Term
Large Shop Field	Kerryann DiLoreto, UWSC	2 years	2016	2017-2018	2018	2019-2020
Small Shop Field	Kayla Dean, HP	2 years	2017	2018-2019	2019	2020-2021
Large Shop Tech	Chris Benson, NORC	2 years	2017	2018-2019	2019	2020-2021
Small Shop Tech	Adam Zammit, ACSPR	2 years	2016	2017-2018	2018	2019-2020

Election of 2019 Organizers:

Kelly Elver thanked Martha Belanger for stepping up and serving as co-registrar for this year. This was only temporary and we still need a co-registrar to begin working with Kelly, as she will be done with her term in 2020 and plans to step down from this position. Kelly did send out an email to all participants and the IFDTC mailing list explaining that we need a co-registrar and asking if anyone could consider the position. There was no response to her email and no volunteers or nominations at the meeting. For now, the co-registrar position is unfilled. An appeal may go out to organizations directors asking them if they have any suggestions or know of someone in their organization that could fill the position. Also organizing team could appoint someone.

Kelly also thanked Kerryann DiLoreto for fulfilling her term as Large Shop Field Organizer, and Adam Zammit for his work as Small Shop Tech Organizer. Kayla Dean, the Small/Medium Shop Field Organizer elected last year has stepped down having left her position at an eligible organization. Kerryann DiLoreto has agreed and been appointed to fill in and finish the term for Kayla. Next year an election will be held to fill the position on its usual rotation.

Kelly shared with attendees the criteria for volunteering and being recruited to serve as an organizer 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 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 Organizing team in recent years 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 medium or large shop folks that have some small shops in their organizations. 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 2019/20 organizers.

Christopher Corey from RAND was nominated as Small/Med Shop Tech Organizer.

Heidi Guyer from UM Survey Research Center was nominated as Large Shop Field organizer.

Bill Mockovak, BLS was nominated to serve as co-treasurer.

All nominations were accepted and all were elected unanimously.

Treasurer's Report

In accordance with the bylaws, Bill Mockovak, Bureau of Labor Statistics, and Lindsey Witt-Swanson, University of Nebraska-Lincoln Bureau of Sociological Research, prepared the 2017 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 2017. 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 \$20-\$30 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 was raised from past years where \$10 to \$15 thousand was sufficient.
3. The organizers have approved the 2017 Financial Report

Motion was made by Bill Connett and seconded by Tim Olson to accept the treasurer's report.

Motion was approved unanimously.

Small Shop Workgroup Update

A small shop workgroup was formed in the Fall of 2017 to address some concerns of some small shops. The group was chaired by David Northrup (York University-Institute for Social Research). David gave a presentation on the results of the survey that the group constructed and emailed to each person on the IFD&TC mailing list. Approximately 1000 surveys were emailed out and about 300 responses were received. The survey indicated that the role of small shops in IFDTC remains strong, and that the new commitment to including small shops and their many contributions is appreciated. IFDTC will continue to attempt to have a small shop track through the conference with sessions aimed at small shop attendees to make sure the needs of these valuable participants are met. Results showed that cost was not a major factor in small shop attendance. Other factors that are common to all attendees such as not having enough time to come every year, or not being able to attend if they did not have a presentation on the program were found to be more important deterrents to attendance for small shop attendees than cost.

The full presentation is available from David Northrup, and will be posted on the conference web site.

New Business

No new business was discussed. Organizing committee thanked everyone for attending. Meeting adjourned at 5:45. Approximately 60 attendees were present.

Respectfully submitted, Martha Belanger, Acting Co-Registrar, IFD&TC.

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