

**2019 IFD&TC Annual Meeting Minutes for Review and Approval by  
2021 IFD&TC Registered Attendees**

**2019 Business Meeting Facilitated by IFD&TC Organizing Team Members,  
Kelly Elver, Kevin Tharp, Joyce Sweeney, Julie Brown,  
Kerryann DiLoreto, Chris Benson, Heidi Guyer, and Chris Corey**

**AGENDA:**

- **Welcome and Introductions**
- **Review and Approval of 2018 Conference Minutes**
- **Registrar's Update**
- **Site Update**
- **Description of the IFD&TC Organizing Process**
- **Election of New Organizers**
- **Treasurer's Report**
- **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)  
-Kevin Tharp (Co-registrar)  
-Joyce Sweeney (Co-site Organizer)  
-Julie Brown (Co-site Organizer)  
-Chris Benson (Tech Organizer)  
-Chris Corey (Tech Organizer)  
-Kerryann DiLoreto (Field Organizer)  
-Heidi Guyer (Field Organizer)

**Review and Approval of 2018 Conference Minutes**

Minutes of 2018 conference were reviewed and no comments were made. Motion to accept the minutes was approved unanimously.

**Registrar Update - Kelly Elver and Kevin Tharp**

Kelly reported that Kevin Tharp (Indiana University Center for Survey Research) volunteered to fill the co-registrar role last summer, and was approved by the members of the organization team.

Kelly and Kevin then reported on registration for the Toronto conference. Registration numbers were down, less than 180 for the conference (our cap is 250). The location in Canada was thought to be a factor, with the extra travel difficulties that it posed to some US residents.

As discussed during the 2018 business meeting, program sessions were limited to four concurrent breakouts for the 2019 conference. This made filling the program much easier than in recent years, without the need for additional recruitment to fill slots. The experiment was thought to be successful and will be continued in the future.

Next, they discussed the continued presence of private/for-profit attendees at the conference, which again was limited to only those having abstracts accepted for the program. There was a general sense that their presence was not disruptive and had a positive impact, providing welcome exposure to experiences of organizations outside the traditional IFDTC membership while helping with declining

registration numbers. An ad-hoc committee will be formed to study the issue of further expanding membership privileges to private organizations.

Next, we returned to question of continuing our tradition of following AAPOR in the location and timing of the conference. Discussion ensued on potential benefits of discontinuing (greater flexibility, cheaper costs, appeal to those who can't be out of the office to attend consecutive conferences) and drawbacks (possibly losing speakers or attendees staying over from AAPOR). We discussed that only 20-30 people attend both conferences. Other times of year were floated such as autumn. We decided to form an ad-hoc committee to study the issue further.

This was followed by a discussion on charging small membership dues. This would be advantageous in securing a base pool of active members for providing funding, estimating registrations and to reach out for assistance (facilitation, ad-hoc committee membership, etc.). It also allows for members to contribute financially even during years they cannot attend the conference. A small fee of \$25 was floated. We decided to form a third ad-hoc committee to study this issue.

### **Site Update - Joyce Sweeney and Julie Brown**

Joyce and Julie reported that while attendance was down, we were able to meet our minimum room reservation numbers at the hotel. We were able to provide more food and beverages for breaks and the reception this year based on the food allowance that came with our contracted conference space fees.

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

- 2020 will be in Atlanta, at the Westin Perimeter North in Sandy Springs.
- 2021 will be in Los Angeles.

The decision to hold the Atlanta conference outside the city center was driven by the need to secure hotel room rates that fell under per diem rate for federal government employees. Also, a major conference is being held in Atlanta at that time, driving up hotel prices.

### **Election of 2020 Organizers:**

Kelly thanked Kerryann DiLoreto (University of Wisconsin) and Chris Benson (NORC) for representing Small Shop Field and Large Shop Tech respectively. Their leadership and hard work were appreciated.

Kevin 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".

Delicia Solis from Michigan State, Office for Survey Research was nominated as Small/Med Shop Field Organizer.

Chris Schlapper, University of Wisconsin Survey Center, was nominated for Large Shop Tech Organizer.

Joyce Sweeney, BLS was nominated to continue serving as Co-site Coordinator.

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 2019 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 2018. 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 report

Motion to accept the treasurer's report was approved unanimously.

### **New Business**

No new business was discussed. Organizing committee thanked everyone for attending. Meeting adjourned at 5:45. Approximately 50 attendees were present.

Respectfully submitted, Kevin Tharp, Co-Registrar, IFD&TC.

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