

**2021 IFD&TC Annual Meeting Minutes for Review and Approval by  
2022 IFD&TC Registered Attendees**

**2021 Business Meeting Facilitated by IFD&TC Organizing Team Members,  
Kelly Elver, Kevin Tharp, Joyce Sweeney, Julie Brown, Lindsey Witt-Swanson,  
Margaret Hudson, Delicia Solis, Chris Schlapper and Deveny Flanagan**

**AGENDA:**

- **Welcome and Introductions**
- **Review and Approval of 2019 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)  
-Lindsey Witt-Swanson (Co-Treasurer)  
-Chris Schlapper (Tech Organizer)  
-Deveny Flanagan (Tech Organizer)  
-Margaret Hudson (Field Organizer)  
-Delicia Solis (Field Organizer)

**Review and Approval of 2019 Conference Minutes**

Minutes of 2019 conference were reviewed and no comments were made. Motion to accept the minutes was made by Chris Corey, and seconded by Theresa Camelo, and 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 before the 2019 conference, and there will be a vote on his position again in 2022. Kelly will be stepping down, and the org team will appoint someone to fill her role for the 2022 conference planning.

Kelly described the current working groups, and their missions and progress. Attendance was noted at 311 attendees for the 2021 conference, which was over the cap, and this was done given the virtual format of the conference. Abstracts were strong, and some abstracts were rejected or postponed.

The Rita Koontz scholarship was described and is in good shape, with the ability to fund a scholarship for approximately 5 years, and will be open for nominations again in 2022.

The Co-registrar role was described, and it was noted that there are currently not volunteers for the position. Attendees were encouraged to look at the Registrar's role on our website to learn more about the role, and consider volunteering.

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

Joyce reported the cancellation of the 2020 conference, scheduled to take place in Atlanta, GA, due to the COVID-19 Pandemic. Joyce described the fees and loss of money that came from cancelling our hotel in Atlanta. She also described the process of deciding to make the 2021 conference virtual, and that the next conference in 2022 will take place in LA to fulfill our contractual obligations with the Long Beach, CA hotel. We also changed the date to June 5 to 8, 2022. We will return to the same city as AAPOR in 2023, in Philadelphia PA.

#### **Treasurer's Update – Lindsey Witt-Swanson**

Lindsey gave a description of the duties of the open treasurer position, and asked for volunteers for the 2022 conference.

#### **Election of 2022 Organizers:**

Kevin described the process of electing organizers, and noted that Julie Brown has agreed to stand for re-election to the Co-Site Coordinator position. He noted that Lindsey Witt-Swanson took over Bill Mockovak's treasurer term when he retired, and we now need to elect a new co-treasurer to serve with her. He thanked Delicia Solis and Chris Schlapper for their service.

Margaret Hudson gave special thanks to Chris Schlapper for all his work in making the virtual conference possible.

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".

Mark Miazga, University of MN Office of Measurement Services was nominated as Small/Med Shop Field Organizer.

Chris Griggs of RTI, was nominated for Large Shop Tech Organizer.

Margaret and Del described the 4 year organizing positions, and noted which were open, and made an appeal for volunteers.

Julie Brown, of RAND was nominated to continue serving as Co-site Coordinator.

There were no nominations from the floor. All nominations were accepted and all were elected unanimously.

### **Treasurer's Report**

In accordance with the bylaws, Lindsey Witt-Swanson, University of Nebraska-Lincoln Bureau of Sociological Research, prepared the 2020 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 2019 and 2020. All papers and forms required by law have been submitted and as mentioned a current financial report has been displayed on the screen.
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.

### **Advisory Board Update**

Kelly noted that Josh Seeger had stepped down when he retired, and there are currently 2 members of the Advisory Board. She requested nominations to the Advisory Board.

Adam Zammit self-nominated to join the Advisory Board. His history as a program team member was noted.

Orin Day nominated Chris Corey as another Advisory Board candidate, and he agreed to be nominated.

Votes were held and both Adam and Chris were elected to the Advisory Board.

### **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, Kelly Elver, Co-Registrar, IFD&TC.

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