**ABO Executive Committee Meeting Agenda**

**2014 ABO Conference**

**Philadelphia, PA**

**Friday, October 24 / 9:30 - 11:30 AM / Boardroom**

*1. Meeting called to order and introductions began at 9:35 am.* These members in attendance introduced themselves:

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| --- | --- |
| Vicky Arnold | Gary Hecht |
| Cynthia Blanthorne | Jordon Lowe |
| Alisa Brink | Lasse Mertins |
| Anna Cianci | Kim Sawers |
| Tom Clausen | Donna Bobek Schmitt |
| Shana Clor-Proell | Axel Schulz |
| Anne Farrell | George Tsakumis |
| Jackie Hammersley | Lisa Victoravich |

*2. Approval of minutes from Executive Committee meeting* in Atlanta, GA (Annie Farrell)

* Motion to approve minutes: Anna Cianci
* Seconded: Vicky Arnold
* Passed unanimously.

*3. Reports*

* 1. *Treasurer report* (Annie Farrell)
* No significant variances in cash flow line items compared to this time last year. No significant updates to financial condition since August 2014 meeting.
	1. *BRIA*  (Vicky Arnold/Rick Hatfield)
* Discussion of how timing of change in editorship (each editor serves as Incoming Editor for two years, then Editor for three years, for a total term of five years) affects the management of submissions. Suggestion made that the Publications Committee investigate how other journals manage editor changes and terms, and propose any changes to BRIA’s process.
	1. *2014 ABO Research Conference update* (George Tsakumis)
* George provided handout of updated statistics from Atlanta meeting.
	+ Attendance History

 2014 – 195 before meeting began, approaching 200

 2013 – 158

 2012 – 192

 2011 – 131

 2010 – 159

 2009 – 160

 2008 – 165

 2007 – 132

* + 2014 Meeting Submissions Process

 Valid submissions – 84

 Accepted – 60

 Concurrent sessions – 45

 Research forum – 5 (a total of 15 were accepted)

 Rejected – 22

 Withdrawn – 2

 NOTES:

For the award nominations, reviewers had to rate the manuscript on a scale; would like to also add a checkbox for a yes/no response.

There is also no clear way to identify submissions that are from emerging scholars, so it is not always clear to reviewers whether a manuscript qualifies for that award.

* + 2014 Meeting Volunteers (one reminder sent out when there was a shortage)

 Reviewers – 128 volunteers, 46 surplus

 Discussants – 81 volunteers, 36 surplus

 Moderators – 58 volunteers, 43 surplus

 NOTES:

The current submission system used for the ABO conference does not allow conference organizers to assign discussants and moderators, although the AAA annual meeting submission system does; can we switch to using the annual meeting system?

 Also noted that we should consistently have two reviewers for conference submissions.

* Discussion about whether we should consider having more concurrent sessions at a time. However, doing so depends on the number of submissions, the cost of adding rooms at the venue, and effects on the quality of sessions.

*Doctoral Consortium* *update* (Jackie Hammersley)

* Doctoral consortium, which included presentations from Kristy Towry (experimental design), Laureen Maines (writing introductions), and Rick Hatfield (writing reviews). Also had informal roundtables during which students could ask questions of the faculty members at their tables (Chris Agoglia, Jackie Hammersley, Gary Hecht, and Anne Magro).
	+ Attendance and processes/procedures
		- 52 students and one new faculty member (57 applied, 5 withdrew; of the five, two had initially received free rooms, and all cited busy schedules or conflicts with AOS conference).
		- Attendees admitted based on application date; 5 applications received after deadline, but students were admitted as space became available.
		- From 29 schools, 4 international schools.
		- 36 students attended for the first time.
		- Some schools sending lots of students (Central Florida and South Carolina had 6 each, Illinois had 4, Georgia Tech and Virginia Commonwealth had 3 each).
		- Most students were in second to fourth years of their programs (4 are in first year and 7 are in fifth year).
		- Free rooms were allocated in this way: First to students who had not attended previously, using application date as priority if needed; second to students who previously attended but did not have a free room, using application date as priority if needed; third to students who have attended and received free room in the past, with priority to students who did not receive a free room in the prior year.
		- If students have to pay for the conference next year, the registration process will have to change. This year, Jackie sent a spreadsheet to Peggy at AAA who then registered the students for the conference year, but that won’t work if payments are involved (may need to use a system like the Auditing Section’s?).

* General discussions of ways to reduce ABO meeting costs to mitigate declining cash flows. Ideas proposed included:
	+ Change mix of food/drinks at reception(s) and breakfast(s) and be more active in control of these costs with AAA staff.
	+ Shrink size of consortium, although not a good strategy for doctoral student engagement with section.
	+ Discourage first year doctoral students from attending.
	+ Investigate how much of the total costs are truly variable with doctoral student attendance, rather than fixed regardless of overall meeting attendance.
	+ Consider increasing conference manuscript submission fee in future years.
* Proposals to do the following:
* Increase midyear meeting fees for regular attendees to $250 effective for 2015 meeting.
* Motion to approve proposal: Kim Sawers
* Seconded: Shana Clor-Proell
* Passed unanimously.
* Increase BRIA submission fee to $100, effective January 1, 2015 (or as soon as AAA can implement it).
* Motion to approve proposal: Alisa Brink
* Seconded: Shana Clor-Proell
* Passed unanimously.
* Approach Deloitte for an additional $4,000 in funding.
* Motion to approve proposal: Cynthia Blanthorne
* Seconded: Kim Sawers
* Passed unanimously.
	1. *2015 ABO Research Conference update* (Donna Schmitt)
* Conference will be October 8-9 in Nashville, TN.
* For future meetings, make sure dates don’t conflict with CAR, AOS conferences.
	1. *2014 AAA Annual Meeting update*
* No updates since August meeting.
	1. *2015 AAA Annual Meeting update*
* Chad Simon is organizing next year.
* No further updates.
	1. *Briefing from AAA Council Representative* (Kim Sawers)
* Kim attended AAA Council Rep training.
* At next Council meeting, Kim will raise these topics:
	+ - financial transparency in section financial reports and spending.
		- control over meeting costs.
		- why AAA and various sections use different interfaces/systems for meetings, journal submissions.
		- potentially onerous requirements by journals to prove research data is valid.
		- Need to update bylaws to add AAA Council Representative to ABO Executive Committee membership.
		- Motion to approve update to bylaws: Cynthia Blanthorne
		- Seconded: Anne Farrell
		- Approved unanimously.
	1. *Publications Committee* (Donna Schmitt/Rick Hatfield)
* Publications Committee discussed implementation suggestions for BRIA Editor Rick Hatfield’s proposals for including research notes (replications, no-results studies) and innovations in methods in the journal, including the following:
	+ Programs should be run as trials with a re-evaluation after a set period of time.
	+ The editor should establish a maximum number of journal pages that will be devoted to these programs.
	+ The editor should provide guidance about what kinds of studies could be most productively replicated; should not establish page limits for no-results studies; and should consider a way to lock in authors who propose promising innovations papers.
	1. *ABO Awards Committee* (Jordan Lowe)
* Jordan worked with Donna to make sure schedule of terms of service on different committees makes sense.
* The bylaws state that the Awards Committee should select conference award winners, but it’s often been the conference organizers in the past. Discussion of who should select the award winners. Consensus is that it should be the Awards Committee and not the conference organizers, to take effect with next year’s conference.
* Proposal that the section go back to giving plaques for awards, rather than a document and a gift card for framing.
	+ Consensus is that this should be the case for:
* Outstanding Doctoral Dissertation (for student only, not advisor)
* Lifetime Achievement
	+ Will decide at a later date for:
* ABO Research Conference Emerging Scholar Manuscript
* ABO Research Conference Outstanding Manuscript
* BRIA Best Paper
* Proposal that the section discontinue giving $50 gift cards for Outstanding Service Awards.
	+ Consensus is to discontinue gift cards but still announce awards.

* 1. *Region representatives*
* Nothing to report.
* Shana will talk to the AAA about the role of regional representatives, how they go about fulfilling their roles given the current systems in place for regional meetings, and how this relates to the new AAA Director of Sections.

4. *Old Business*

a. Operations manual in process

5. *New Business*

a. *Budget* (Donna Schmitt)

i. FY 2015

ii. Doctoral Consortium Costs

* See earlier discussions above.

b. *ABO Section Awards* (Donna Schmitt)

 i. Process (see report)

 ii. Website

* See earlier discussions above.
* All prior award winners should be posted on the section website. Web coordinator should gather information to do this.

c. *Annual Business Meeting*

* Section has not had an Annual Business Meeting for some time. This should be officially established at the 2015 conference, to be held during the Saturday lunch.

d. *Council Representative*

i. Bylaws change? Should be on Executive Board

ii. Issues for AAA Council Rep. (Kim Sawers) for November Council Meeting?

* See earlier discussions above.

e. *Nominees for Nominations Committee* (Anna Cianci)

i. George Tsakumis – University of Delaware

ii. Cathy Beaudoin – University of Vermont

* + - Motion to approve nominees: Cynthia Blanthorne
		- Second: Anne Farrell
		- Approved unanimously.

f. *2016 ABO Research Conference Location*

* + Likely should be in a western location.
	+ Suggestions include Scottsdale, Phoenix, Las Vegas, Lake Tahoe, Portland, San Francisco, Minneapolis.

g. *Other*

* No other business.

*6. Meeting adjourned at 11:38 am.*