

Agenda
SRFIDC Executive Committee Meeting
March 2006
Stone Mountain, GA

The Executive Committee meeting of the SRFIDC was called to order by Karen and Alison at 1:20 pm, March 4, 2006. Present were: Martha Wicker, Karen Adsit, Irene Kokkala, and Alison Morrison-Shetlar. Absent were: Debra Randleman (who has submitted her resignation) and Holly Carruth (excused).

Debi Moon presented an overview of the upcoming conference and indicated that we might lose some money because we did not make our hotel night minimums. Debi suggested that in the future we not guarantee night minimums and to not do a contract unless we are holding events at the hotel. Alison and Debi will try to work with the hotel to reduce the amount we need to pay to make up for the room nights. Debi put down \$2,600 to the hotel, so we will need to reimburse her for the costs. There are approximately 50 individuals scheduled to attend the conference. Alison will again collect all presentation materials and will press a sharing conference CD for distribution to all members (whether present at the conference or not).

The Executive Committee reviewed the sharing conference agenda and noted who would do introductions and who would facilitate activities throughout the conference.

Irene presented the Treasurer's report. We have \$10,757.46 in the bank and we are still collecting funds for registration/membership. The transfer from Peter to Irene is almost complete; the SRFIDC debit card is still in Peter's name and so can't be used until that gets transferred over.. There are 21 institutions represented in this year's membership. This is an increase over last year. Alison reminded us that our goal is to grow membership a little and to maintain it to between 50 - 75 people.

Alison indicated that Milt Cox will need a check for his presented before he leaves on Tuesday morning. We will also be covering his travel and room costs.

Lunch on Sunday will be approximately \$625.00. Karen will charge that to her credit card and will get reimbursed. The remaining lunch and breaks for the conference will cost approximately \$1,000. It looks as if we will be in great shape after the expenses from the 2006 conference are covered.

The sites for upcoming sharing conference was discussed. 2007 will be held in Chattanooga (Karen Adsit & Charles hart coordinating). Alison will approach the Fort Lauderdale/Broward Community College representatives to host the 2008 conference in conjunction with the Florida consortium. Karen will talk with Linda Nilson about hosting the 2009 conference at Clemson.

The agenda for the business meeting to be held on March 6, 2006, was discussed and refined. Three representatives to the Executive Committee need to be elected--one to replace Holly Carruth (3 year term), one to replace Irene Kokkala (3 year term) and one to replace Debra Randleman (to complete her term -- 2 years). Several names were mentioned and individuals on the Executive Committee will approach individuals to see if they are interested in running.

The progress of the expertise database was discussed. Martha mentioned that she had some difficulty reading the cards from our last meeting, so we will collect the information again, hoping to have better information to build the searchable database. Martha indicated that the web pages are all set up as soon as we have good data. In other business, we will continue the "Each One, Reach One" programs. We will send 2 CDs to all attendees this year and include a coupon for \$50.00 off membership to be

included with the second CD. Members will be asked to find non-members and give them a CD with the coupon for reduced membership.

Other plans include sending a "we missed you" e-mail to all past attendees who did not make it to this year's meeting.

Alison and Karen will purchase a gift for Debi to thank her for the coordination of the 2006 meeting.

The calendar was discussed and revised (see attached). Karen will revise and send out to all Executive Committee members. This will also need to be posted on the web site.

The meeting was adjourned at 4:10 pm.