Southern Regional Faculty and Instructional Development Consortium
Executive Committee Meeting Minutes
March 12, 2002 (Post Conference)
Boone, North Carolina

The Executive Committee meeting was called to order by Art Crawley at 7:35 am, March 12, 2002.

Attending were: Art Crawley (LSU), Jim Eison (USF), Jessica Somers (University System of Georgia), Kate Brinko (ASU), Martha Wicker (Clayton State) and Karen Adsit (UTC).
Absent: Hazel Harris (Furman)

The committee held a debriefing about the sharing conference. Suggestions for next year are as follows.
- Go with what you have locally and on your campus.
- Fit the meeting and theme to your campus and your environment.
- Suggest that the first session of the conference be a shared session (all together) or a keynote to set the tone. Keep it interactive for the small group.
- Allow attendees to make connections at this sessions and share.
- Goodie bags were a great idea for breaks this year, but provide more protein (nuts, cheese sticks, etc.) to allow for particular diets.
- Continental breakfast might include more variety?
- Budget for the conference is $10,000 for everything
- A suggested theme could be starting and sustaining faculty development centers. Include sessions for both novice and experienced faculty and instructional developers.
- Include information on program evaluation and personnel evaluation.
- Seminars to go–roundtables where people can preset their best seminars. Ask that presenters provide enough detail so that attendees can take the seminar back and revise it for their own campuses.
- Put the timetable on the web. Coordinate the conference web pages with the SRFIDC web page (either link or share files).
- Transportation from the hotel to campus will be either hotel vans or college vans.
- Might want to include registration materials at the hotel, so people can get them when they check in and know about the newcomer's luncheon before the meeting starts.
- Plan for small numbers and large numbers?
- Might ant to include spouse activities or a way in which spouses can be included in the program? Need to have a way that people can register and pay for spouse meals at meeting functions.
- Allow on campus faculty a way to register and don't forget to invite your provost!
- Don't forget the SRFIDC traditions: Saturday afternoon Executive Committee meeting and Saturday evening dinner with same (paid for by SRFIDC). Also, Executive Committee members need lodging for Saturday evening (also traditionally paid for by the consortium).
- Meeting time of Sunday afternoon to Tuesday at noon is good.
- Suggest that the conference registrations be sent to the treasurer instead of the conference chair and then have the treasurer just send registration lists to the conference chair–would be cleaner.

- Jim asked if the consortium has conference insurance. Jim will find out how much it costs to see if we ant to explore this area.
- Need to also consider how we manage refund requests. Need to be up front about how that will work in the new membership model and conference fees.

Officers for next year...
Need to elect/appoint someone to serve as treasurer for the upcoming year. Art will ask Peter if he will serve in that role.

Jessica says that it should take about two months to complete the financial transactions for the Boone meeting. She will complete those details and work with the new treasurer to transfer the responsibilities. Jessica used Quicken to keep the records and it took about 5 hours/month to maintain the financial records. Jessica needs all receipts for the meeting as soon as possible. She is making receipts for the conference attendees.

Consider having the 25th annual sharing conference in Tampa (USF). Jim will consider and let us know.

Karen Adsit will draft revisions to the bylaws and get them out the Executive Committee. Might also want to include a way for membership to vote electronically.

Art will plan a planning meeting for this summer–possibly do it online through e-mail, etc.

Executive Committee meeting was adjourned at 8:25 pm.