

**Academy of Process Educators  
Minutes of Annual Business Meeting  
Friday, July 10, 2009, 8:30 am  
Gaston College, Dallas, NC**

Members gathered in the Myers Center Auditorium at Gaston College; the annual meeting was facilitated by Dr. Cy Leise, President.

We reached the necessary quorum to hold the meeting; 9 members were required and we had 16 members present.

**1. President's State of the Academy report.** Cy Leise presented the following information about the State of the Academy:

- Thanks and affirmations were proffered for each of the individual contributions of the Board of Directors members who served in the last year. These were Kathy Burke (Finance Officer), Carol Nancarrow (Secretary), Peter Smith (Treasurer), Steven Beyerlein (President Elect), Mohamed El-Sayed, Tris Utschig, and Carol Yeager (Members-at-Large). Carol Nancarrow was gratefully acknowledged as having served as the Secretary of the organization since its inception. The special efforts of Tris for the conference program, Carol for photographic documentation, Jackie El-Sayed for her painstaking editorship of the journal, and Pacific Crest generally, as well as Joann Horton and Denna Hintze-Yates specifically were acknowledged. Joann was specifically thanked for her role on the strategic plan; Pacific Crest and Dan Apple for financial and logistical support, and Denna for her amazing design skills applied to the website, the brochure, and the journal, which everyone appreciates as particularly strikingly.
- The first journal was received and celebrated, and special appreciation was given to Editor-in-Chief Jackie El-Sayed, and her Board, and Editors.
- It was noted that copies of the Academy brochure were in the conference notebooks.
- Evolution of the mission, vision, and by-laws of the Academy were reviewed.
- Our legal incorporation status was reviewed; thanks to painstaking work by Peter Smith were offered; we are in compliance with the IRS, have the proper forms and procedures, and after 2 years everything is running smoothly. Peter was thanked for this huge service to the academy.
- The process for developing quality indicators for the conference was discussed; Kathy Burke was recognized for setting up the survey in "Survey Monkey", and Mohammed El-Sayed was thanked in advance for his plan to review and present the data in time for the Academy Annual Meeting on Saturday.
- The conference's focus on measurement was discussed, and Tris' excellent choices of guest speakers were acknowledged with deep gratitude from all attendees. Ideas presented were not only Process Education, but ideas that are powerful for implementing Process Education.
- The whole conference team was acknowledged, with special thanks to Virgil Cox and the people from Gaston College. The support of the Gaston College administration, especially President Skinner, was recognized.
- Writing and research initiatives of the academy were introduced, and all members were invited to attend the Saturday Academy meeting. Research initiatives included reliability studies.
- An area for improvement was identified: increased membership and conference attendance numbers. It was recognized that with Steve as the next president, he is uniquely capable of the personal touch required for increasing participation.

- Cy concluded the State of Academy Report by thanking all present for the opportunity to serve as President.

**2. Treasurer's Report.** Peter Smith provided the Treasurer's report, as follows.

**The Balance on July 1, 2008 was 8,945.25.**

The 2008 conference brought in 12,239 and we spent 9,891.73, for a positive balance of 2,347.27. Receipts this year amounted to 12,040.25, and expenditures totaled 13,781.51,

**Therefore, Balance on June 30, 2009 was 7,203.99.**

For this year's (2009) conference, the receipts are expected to total about 6,800, and will approximately match expenditures, so Peter predicted we would break even (a detailed status report of the conference receipts and expenditures was provided to the Board Members).

Overall, Peter concluded that we are in good shape financially.

Peter was thanked, and no further discussion occurred.

**3. Review of Last Year's Minutes.** Minutes from last year were reviewed. It was moved to approve the minutes; the motion was passed unanimously.

**4. Special award.** A surprise special award was given to Peter Smith – for his outstanding service and help to us over the past couple of years. He was recognized as the backbone of the board, and as being gentle, supportive, and competent. He was gratefully thanked for slogging through all those IRS forms, keeping meticulous records as Treasurer, and any number of other services in the background, such as travel coordination.

**5. Board of Directors Nominees and Election.**

General background regarding the officer rotations was provided: There is a 3 – year cycle for president elect, president, and past president. Members-at-large are on a 3-year cycle; however this year we need to fill a 2-year vacancy, and a 3-year vacancy. The secretary serves for 2 years, under 2 successive Presidents. The Financial officer and Treasurer serve for 2 years and conclude in opposite years – Kathy is finishing this year, but Peter will continue as Treasurer for another year. It was noted that the board generally meets once per month, and twice per month in the spring, prior to the annual meeting. A slate of nominations for new members of the Board of Directors was presented, see below.

**Nominees:**

President elect – Kathy Burke, SUNY Cortland

Member at Large – Virgil Cox, Gaston College

Member at Large – Marie Racine, University of the District of Columbia

Secretary – Barbara Williams, University of Idaho

Financial officer – Tom Kelly, Hinds Community College

Nominations from the floor were invited – no new ones were offered.

Peter Smith closed nominations.

Jim Morgan seconded the closure of nominations.

People voted by paper ballot, Ballots were collected and thereby approved; results are as follows

**Elected:**

President elect – Kathy Burke, SUNY Cortland

Member at Large (3 years) – Virgil Cox, Gaston College

Term

2009-2010

2009-2012

Member at Large (2 years) – Marie Racine, Univ. of the District of Columbia	2009-2011
Secretary – Barbara Williams, University of Idaho	2009-2011
Financial officer – Tom Kelly, Hinds Community College	2009-2011

**Continuing Officers:**

Past President – Cy Leise, Bellevue University	2009-2010
President – Steve Beyerlein, University of Idaho	2009-2010
Member at Large – Tris Utschig, Georgia Institute of Technology	2007-2010
Treasurer – Peter Smith, Saint Mary’s College	2008-2010

**Appointed Positions (continuing):**

Journal Editor – Jackie El-Sayed, Kettering University  
Membership Chair – Betty Lawrence, Empire State College  
Webmaster – Denna Hinze-Yates, Pacific Crest

**6. Conference assessment message.** Tris Utschig pointed out the location of the online assessment survey, and asked everyone to complete it before they left the room.

**7. Final Membership call:** In your conference binder, please find our new brochures; as you talk to colleagues, this brochure can orient them. Membership is included.

**8. Meeting conclusion:** All members were invited to Saturday Annual Academy Meeting at the Hotel Conference Room, 8am.