

Academy of Process Educators Annual Business Meeting

Facilitator: Dr. Dan Cordon

President, Academy of Process Educators

8:00-8:30 am, June 27, 2015

LOCATION:

Meeting Agenda

- APPROVAL OF 2014 MINUTES
 - INTRODUCTION OF CURRENT BOARD MEMBERS – Dan Cordon, Academy President
 - 2014-15 ACCOMPLISHMENTS – Dan Cordon
 - TREASURER'S REPORT – Peter Smith
 - ELECTION OF NEW BOARD MEMBERS – Dan Cordon – The election slate will be handed out during the meeting. The positions up for election are:
 - President-Elect
 - Secretary
 - Finance Officer
 - Board Members at Large
 - PREPARATION FOR CONFERENCE ASSESSMENT – Dan Cordon
- Online Survey:

If you wish to provide written feedback you can submit it at the registration desk or send it to Kathy Burke at burkek@cortland.edu or Dan Cordon at dcordon@uidaho.edu

Academy of Process Educators Annual Business Meeting

June 21, 2014 – 8:30 am

Minutes

- Approval of 2013 minutes - The minutes of the 2013 business meeting were approved as written.
- Introduction of Current Board Members – Jim Morgan, Academy President

Board members present were:

President – Jim Morgan, President elect - Melissa Desjarlais; Secretary - Joyce Adams, Treasurer - Peter Smith, Member at Large – Dan Cordon, Membership Chair – Masila Mutisya, IJPE Editor – Kathy Burke

- 2013-14 Accomplishments - Jim Morgan
- Treasurer's report

Peter Smith reviewed the Treasurer's report from the Conference Notebook. He pointed out that we essentially broke even this fiscal year. Since the conference receipts and expenditures span two fiscal years, he included the complete balance sheet from the 2013 conference, which lost about \$1100 dollars. We were able to recoup this loss with higher than expected membership fees of \$2700. He expects that the 2014 conference will see revenue exceed expenses by about \$500, thanks to Melissa holding down food costs and Valparaiso University helping pay the honorarium for the keynote speaker. There were no questions

- Audit Report

The audit report completed the day before was presented. It was noted that "We have examined the financial records of the Academy of Process Educators for the fiscal year 2013-2014 and found them to be in good order."

- Election of New Board Members – Melissa Desjarlais conducted the elections for the open positions on the Executive Board. The slate was as follows:

President Elect: Dan Cordon (1 year term)

Treasurer: Peter Smith (2 year term)

Board Members at Large (2 year term)

Mary Moore

Colleen Taylor

There were no nominations from the floor. Voting was done by paper ballots. The quorum of 20 ballots was reached and all candidates were elected.

- Preparation for Conference Assessment – Jim Morgan

Jim provided the link for the online survey. He also stated that written feedback could be submitted at the registration desk or by email to Kathy Burke or Jim Morgan.

Minutes recreated by members of the Academy Board

Academy Meeting

June 21, 2014

3:30 p.m. – Valparasio University

Present:

Joyce Adams, Steve Beyerlein, Bob Clark, Melissa Desjarlais, John Harrison, Joann Horton, Chaya Jain, Jim Morgan, P. Masila Mutisya, Lindsey Reider, Peter Smith

President, Jim Morgan called the meeting to order and requested approval of the last minutes. The summer 2013 minutes had been approved in a previous conference call. The winter 2014 minutes were approved as written.

2014 Conference Assessment:

Jim reviewed highlights from the 2014 assessment. The assessment conducted at the end of the session will be combined with the assessment that individuals complete through Survey Monkey. The complete assessment will be posted. (See website)

2014 Conference Planning

Location: Virginia State University was offered as a possible site for the Winter Meeting and the 2015 Conference site. Details will be explored and Chaya will email Melissa after June 25. Colleen and Chaya asked questions about responsibilities and expectations of the host campus. Peter explained and they both continued to express interest in hosting the conference.

Possible Themes: Themes will be explored at a later time.

Status against Checklist:

- **Secure location for next year's conference** – plans have begun
- **Assess last year's conference at the Academy meeting following the conference** –completed
- **Post proceedings and photos from last year's conference on the web** – real-time posting; Dan C & Steve will check postings
- **Write up last year's conference in Academy & PCrest newsletters** (fall issue)
- **Report actual budget (income & expenses from last year's conference)**
Peter made report. Copy of budget summary –(to be attached)

Planning for 2014-2015

- **Initiatives**
 - **Online Professional Development (Steve)**
Members are encouraged to look at the Academy website under the “Outreach” tab
Three sessions have already been held.
 - **One PD activity per month proposed for months of September, October & November**
Topics will be finalized by August.

- **Bylaws (Melissa)**
 - Each conference call will have some time devoted to reviewing and revising the by-laws. Dan C will lead. Two issues: raising institutional membership & adding student fee structure.
- **Local chapters (Tris)**
 - Tris reviewed the chapter concept. Question remains, “is there something the local people would like to do and how could the Academy help”. Colleen suggested a needs analysis & suggestions for a pilot.
- **Other**
 - Leadership – to be discussed at next meeting
 - Mentoring
 - Wendy Miller interested in developing a map identifying members by geographical location & areas of expertise.
- **Winter meeting potential location dates (Peter)** January 2-4, 2015. Arrive Friday night, work Saturday and half day Sunday. Tentative place – Richmond, VA

IJPE – Potential papers for 2014-15 (Jim)

After general questions were answered about publishing, members were reminded that one’s presentation and further work could become a publication.

There are several in the pipeline. Names mentioned include: Craig, Lindsey, Kathy

Board Meetings (Melissa)

Monthly calls for IJPE & Board Meetings

Board meetings will be the 1st Monday of each month – 4:30-EST—5:30; 3:30-4:30 –CST & 1:30 -2:30-PST

Adjournment. Meeting adjourned at 5:00 p.m.

Joyce Brasfield Adams

Actual Budget for the 2013 Hinds Community College Conference

INCOME				
PARTICIPANTS:	Full	Hinds	pcrest	Emeriti
63	9	50	0	1
Start Up				Sub-Totals
	STARTING BALANCE as of Sept 2012		\$8,022.00	\$8,022.00
CONFERENCE				
Registrations	Full	\$350.00	\$3,102.00	
	Emeriti	\$60.00	\$58.38	
	Hinds	Flat fee	\$3,000.00	\$6,160.38
Membership	Academy (no-Conf.)	\$60 individual \$350 institutional member	\$1,626.00	\$1,626.00
				\$7,786.38
INCOME	TOTAL		\$15,808.38	15,808.38
EXPENSES		Per Unit Costs	Participants	Free Participants
			7	0
Jan Meeting				
	lunches and dinner		\$201.88	
	lodging	7 participants)	\$931.67	
	Meeting TOTAL		\$1,133.55	
June Conference	efgb	\$20 per person not covered	\$20.00	
	Books/Tips/postcards	Teaching Naked	\$242.05	
	Food	See cost to the right	\$2,823.59	
	Binders	\$13 per person	\$0.00	
	Speakers	Honorarium+travel	\$495.60	
	Facility Rental	Muse Center	\$1,000.00	
	Editing journal/web	750 to Beth for 2 years	\$1,500.00	
	Forum Fee	4.95/month	\$59.40	
	Journal	printing 100 copies	\$552.67	
				Conf Per Person Cost
	CONFERENCE & MEETING TOTAL	TOTAL	\$7,826.86	\$124.24
	Other	Lunarpages, bond, domain renewal, forum, misc	450.00	
	OTHER TOTAL		\$450.00	
EXPENDITURE TOTAL			\$8,276.86	
		Balance	\$7,531.52	

Academy of Process Educators

2015 Treasurer's Report as of May 31, 2015

Peter Smith, Treasurer

Balance – Jun 1, 2014.....	\$10,061.01
Receipts	\$10,013.75
Expenditures.....	(\$ 8,412.58)
Balance – May 31, 2014.....	\$11,662.18

2014 Conference Receipts and Expenditures

Conference Receipts

Conference Registrations.....	\$10,034.38
Total Conference Receipts	\$10,034.38

Conference Expenditures

Food.....	(\$2,568.38)
Notebooks/printing/facility rental.....	(737.83)
Journals Editing and Printing.....	(1,456.57)
Honoraria; travel expenses.....	(3,690.40)
2014 Winter meeting food; lodging.....	(924.44)
Survey Monkey/postcards/books.....	(26.00)
Forum Fee.....	(19.75)
FGB fee – Pacific Crest.....	(180.00)
Total Conference Expenditures.....	(\$9,603.37)

<u>Revenue over Expenditures</u>	<u>\$ 431.01</u>
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2015 Conference Receipts to date	\$ 1,670.28
2014 Winter Meeting food, lodging.....	(\$ 1,387.96)
2014-15 Membership Dues Collected.....	\$ 2,845.46