



## INTERNATIONAL BOARD OF DIRECTORS MEETING

December 8, 2015 – Conference Call

### MINUTES

#### AGENDA ITEMS

##### Welcome and Call to Order...David Cliffe

In Attendance:		Title:
Officers:	David Cliffe, Australian Region	Chair
	Patricia Knight, Southern Region	President
	Alan Jones, Eastern Region	Treasurer
	Ian Duncalf, New Zealand Region	Vice-President, Reg. Director
Staff:	Terri Breon	Int'l Secretary
	Charles Heuser	Int'l Editor
Australian:	Peter Lewis	Director
	Clive Larkman	Alternate Director
Eastern:	Bob Geneve	Director
European:	Mike Norris	Director
Japan:		
New Zealand:	Philip Smith	Alternate Director
Southern Africa:	Hans Sittig	Director
Southern:	Rick Crowder	Director
	Donna Fare	Alternate Director
Western:	Todd Jones	Director
	Gene Blythe	Alternate Director
Others:	Jim Johnson	Treasurer-Elect

#### I. Approval of Minutes...David Cliffe

A. Tampa meeting minutes were accepted as presented.

#### II. Action Items...David Cliffe

A. New items from October meeting

1. Board needs to provide assistance to the Japan Region to reinvigorate its members
  - no progress at present
2. Check with Terri Breon on the apparently large number of extra printed Vol. 64 books
  - Excess numbers printed were to satisfy requests of regions and library purchases. Current international inventory available for sale is six books.

3. Finance Committee is to evaluate and recommend an investment strategy/policy by the end of the Tampa meeting
  - Will be discussed later in meeting
4. Contact Charles Heuser [regarding whether he would be willing to act as editor for Regions that do not have an editor.]
  - Bob Geneve talked to Charles; Charles is interested, regions will have to contact Charles individually and arrive at a contract amount. Charles noted a regional editor does have advantages like contacting writers in their region; Charles would be starting cold and have to spend additional time to get the information necessary for editing. The regional secretary will have to take the responsibility to collect and contact contributors to meet deadlines.
    - a. The Board suggested the regions hire their own editors due to the complications one individual will have to contact contributors across the globe.
  - Editing PowerPoint presentations for web will be difficult, involving increased time and interpretations of contributor's intent. A standard format will need developed. An individual is needed to act as Digital Editor who would help the presenters put the PowerPoint presentations in a form for website.
    - a. Hans will act as Digital Editor for one year, with assistance from Bob Geneve, and continue with the implementation of the website, develop a standards document for presentations and work towards hand-off of the website to others.
5. Seek a random IPPS member to test the new website for functionality and operability
  - Hans has been receiving feedback from regional secretaries and members who are now using the website, addressing issues of website functionality.
6. Invite non-directors to participate on the Strategic Committee with a focus on membership and sponsorship
  - Mike Norris needs to update list
7. Develop a strategic plan for China initiative
  - Item deferred until later in meeting
8. Review outstanding issues and propose positions for the Board's consideration on, 1) clarifying the geographical boundaries of regions, like Europe; 2) address whether a member can join any particular region, even if they live outside it; 3) benefits to non-regional members living within another region; 4) whether International members should be administered by regions or by International Office; 5) Student membership status
  - 1) Working through contact info and committee organization. Will contact all regions regarding this issue. May discuss with American regions about the South and Central American members' alignments. Will have a presentation for April conference meeting 2) currently, members can join any region. No restrictions at present. 3) gathering a list together. One known benefit is can attend any conference or field trip outside own region 4) not taken up yet 5) regional report information is being gathered.

9. Provide a recommendation regarding whether a new IPPS International portfolio should be created on the Board
  - No progress
10. Determine which committee/group should follow up with student members to continue paid membership
  - Believe this item should reside with Finance Committee, rather than Membership
11. Review dues structure for Basic Individual, Student individual, Introductory, Honorary, and Retired Memberships and provide a recommendation to the Board
  - Should reside with Finance Committee to include a review of the dues structure.
12. Develop web sponsorship guidelines, addressing coordination with regions to identify their sponsors, establish rules for approaching potential sponsors, determine whether there could be sponsors that don't have anything to do with the Society.
  - To be discussed later
13. Assess increasing the number of International Tours scholarships. Develop a proposal for Board consideration. Establish qualification criteria
  - Should reside with Education Committee. No progress
14. Change the wording on the new website to reflect the constitution's definition of "mission".
  - done
15. For the on-line proceedings, guidelines must be established for format and minimum standards of video recordings of presentations
  - To be discussed later
16. Video Project: funding requested for presenters, filming and professional video editing
  - Work in progress
  - Establish a basic format & layout to maintain professional standard
    - a. done
17. Newsletter editor: seek volunteers to assist in this position
  - Brie seems to be rather busy. Hans to check with her again on whether she is interested in helping with International newsletter.
18. Appoint a volunteer soon to act as the Digital Media Editor
  - Done (Hans Sittig)
19. Establish additional costs for Website administration
  - Not done

### III. Treasurer's Report...Alan Jones

- A. P&L sheet: Society not in bad shape; European region has outstanding dues to pay (in process); income down a bit; expenses down a bit; conference expenses (all should have been submitted); website expense has been mostly been paid and will be paid from previously withdrawn Restricted Funds intended for this purpose.

- B. Has sat down with Jim Johnson regarding treasurer's duties
- C. Will be working on 2016 budget

#### **IV. Editor's Report...Charles Heuser**

- A. Vol 65 progress: Australian region received; Southern region is due at end of Dec.
- B. Vol 64 progress: 60% is ready for website; expects remainder to be done shortly
- C. New ISHS process is working fine

#### **V. Regional Director Reports**

- A. Australian...Clive Larkman
  - 1. Good spring season; areas are booming
- B. Eastern...Bob Geneve
  - 1. Though Cincinnati conference attendance numbers were down, the region made a profit
  - 2. Social media committee report: 800 users on Facebook; four demographic age groups were analyzed with findings that usages are rather equal; most users are from US/Canada; others outside US/Canada are from Egypt, Iran, India, Turkey
- C. European...Mike Norris
  - 1. New secretary is doing well; starting to sell the region
  - 2. Industry is changing; consolidation occurring
- D. Japan...
  - 1. No report
- E. New Zealand...Ian Duncalf
  - 1. Huge increase in student memberships
  - 2. Preparing for next year's International Conference
- F. Southern Africa...Hans Sittig
  - 1. Regional conference on track
  - 2. Exchange with Australia has selected 6 nominees, 4 of these will be selected for the exchange
- G. Southern...Rick Crowder
  - 1. 232 attendees at Int'l Conference
  - 2. Businesses are in good shape
- H. Western...Todd Jones
  - 1. October 2016, regional conference in Phoenix
  - 2. Exchange w/New Zealand next year
  - 3. Looking for a new editor

#### **VI. Committee Reports**

- A. Finance...Alan Jones

1. Investment Proposal; document was sent to directors showing information on the current investment strategy, using managed account service with investments in 12-13 different funds
    - IPPS pays \$2000 for management fees each year
    - Current portfolio was set up by Pat Heuser
    - Many non-profits are switching to indexed funds and seeing same or better returns
  2. Todd Jones moved for the formation of an Investment Committee, with the following charter:
    - Recommend to the Board a new investment policy by next meeting; which would include an investment allocation for Board consideration
    - Committee membership:
      - a. three members
      - b. chaired by Int'l Treasurer
      - c. will serve 3-year term, with possible 3-year extension
      - d. Can allow non-Board members due to length of terms.
    - Management of all funds not needed for day-to-day operations.
    - Seconded. Motion carried.
  3. Committee: David Cliffe suggested these three: Treasurer (Jim Johnson), Chairman (Alan Jones), Todd Jones. Board concurred.
- B. Education...Bob Geneve
1. Nothing more to report
- C. Strategic Planning...Mike Norris
1. Plenty of work for over Christmas
- D. Membership...Philip Smith
1. Nothing additional to report
- E. Sponsorship...Rick Crowder
1. Goal: Raise enough money to cover costs for website
    - Will offer three levels: Platinum (\$10,000), Gold(\$5000), Silver (\$2000)
  2. Should be looking for 2017 sponsorships as corporations will have already budgeted for 2016
  3. Develop a canned presentation to give to potential sponsors
  4. Include members who are doing sponsorships in on the conversation, but not on committee
- F. Communications/Website...Hans Sittig
1. Hans explained how logos would appear at bottom of the page and then would change to another group after a set period of time.
  2. There have been some website functions not working properly or not as envisioned. These have all been corrected by the design team.
  3. Has been training the regional secretaries on their roles and duties regarding the website. This has been slow; he has not heard from all the secretaries yet. Regional secretaries' website responsibilities must be reinforced.

4. Marketing of proceedings on CD. Board would like to have on the website the option for members to choose a CD for the proceedings for the remaining two years until this option is phased out.

G. China Initiative

1. Alan Jones and Mike Norris had a lengthy discussion with Julienne and Rebecca during the Conference. There will be a recap of this discussion after this meeting for those interested.

**VII. Old Business...David Cliffe**

- A. Nothing discussed

**VIII. New Business...David Cliffe**

- A. New Zealand International Tour...Ian Duncalf

1. Schedule is on website
2. Other information will be forthcoming

- B. Schedule 2016 Board meetings...Alan Jones

1. Alan will have Terri Breon send out a list of possible dates for the board members' consideration.

**IX. Adjournment**

- A. Meeting adjourned at 5:27 EST.

12/8/15 tgb