Call to Order and President’s Comments
Jane Nell Luster called the Spring 2005 meeting of the MSWERA Board of Directors to order at 4:10 p.m. on Friday, February 25, 2005, at the Holiday Inn Select in Baton Rouge, Louisiana. President Luster welcomed the Board Members and asked for a moment of quiet to focus our energies on the business to follow. She emphasized that she herself had come to the conclusion that the organization has grown sufficiently large and complex, that key leadership roles needed backups and understudies to ensure the efficient transfer of duties in both the normal course, and in unexpected transitions. She presented a revised copy of Article II of the MSERA Bylaws.

Review of Article II of MSERA Bylaws
Members were given some time to review the packet of material containing revisions to Article II of the MSERA Bylaws, Duties of the Officers and Directors of the Association. Members were directed to note in particular the changes regarding the splitting of the Secretary/Treasurer duties into two distinct offices, pursuant to the changes to the MSERA Constitution, Article IV, Offices and Terms of Office. The creation of the divided offices was approved by the MSERA Membership in the Fall 2004 Business Meeting.

Minutes of 2004
Linda Kondrick and Nola Christenberry presented the minutes of the Fall 2004 meeting of the MSERA Board of Directors on November 16, 2004 at the Park Vista Hotel in Gatlinburg, Tennessee. Minutes were approved as presented (Motion: Jane McHaney; Second: Scott Bauer).

President’s Comments
Jane Nell thanked each member for serving the association, and being present for the Board of Directors meeting. She had all members introduce themselves around the table. In the process we learned a lot about the personal name history of several members! The President spoke again to the need to build support systems among officers and committee chairpersons for the twofold purpose of the continuity of function and facilitation of communication. Other issues she addressed were:

1. A reminder that the MSERA Operation Manual is now on the web site.
2. The need to maintain continuity in overlapping documents.
3. The pains of a growing organization.
4. The need to enhance electronic communications.
5. The need to include in committee reports the names of all participating members in order to enhance name recognition and facilitate the identification of the talent pool.
6. A pledge to not micro-manage, but to facilitate committee functions.

MSER Foundation
Scott Bauer reported for Rob Kennedy. Scott reminded the members that as a result of an agreement reached during the Fall 2004 Board meeting, Bob Rasmussen had been appointed to draft a letter regarding the creation of a restricted fund. The fund would allow MSERF to give money to MSERF to fulfill the original intent of their role. MSERA would also be in a better position to help MSERA in times of financial need, as MSERF has done in the past. MSERF intends to continue to contribute $1,000 for the New Member/Graduate Committee functions; $250 of the $500 for the Outstanding Paper Award; and up to $250 for the maintenance of the MSERA.org website.

Constitution and Bylaws
Harry Bowman reported that the committee has no specific recommendations for revisions at this time. He then opened the discussion to the question of whether the board would support a proposal to expand the geographic region to include either, or both, the states of Florida and Georgia. The factors to be considered were outlined in the report.
Jane Nell Luster brought up the issue of the active member audit of the Treasurer’s Report as prescribed in the MSERA Bylaws, Article II, Section 4. It was agreed that this year the Vice-President Elect would perform that duty.
Jane Nell also brought into question whether it should actually be the duty of the Executive Secretary to maintain the membership roll, as prescribed in MSERA Bylaws, Article II, Section 8, Part e. It was expressed that this was probably a better task for the Secretary.
Executive Secretary’s Report
John Petry delivered his report via a conference phone call. He reminded the Board that as a part of his duties, according to MSERA Bylaws, Article II, Section 8, Part c. he has provided a repository for the historical documents and records of the association. These are and will remain for the time being on deposit at The University of Memphis. As a special project he updated the Operations Manual and made it available on the website. It was noted that in the future the upkeep of this document will revert to the President. He has also edited and formatted for more than 20 years the Proceedings of the annual meetings. This is not the express job of the Executive Secretary, and an Editor of the 2005 Proceedings will be appointed by the President. Jane Nell Luster asked John to continue through this year as Editor of the 2005 Proceedings. He indicated he would. He also noted that he has in the past taken on the responsibility of submitting papers from the Fall Meeting to ERIC. This is not part of the duties of the Executive Secretary. He also advised that ERIC is currently developing a system of electronic submissions to be found at: http://eric.ed.gov. The 2004 papers have yet to be resubmitted via the electronic system. John also participated in a discussion regarding the Letter of Agreement as outlined in the section below. Following the call, Jane Nell Luster announced that she had reluctantly accepted John Petry’s letter of resignation as Executive Secretary to be effective on December 31, 2005.

Letter of Agreement: MSERA and MSERF
Bob Rasmussen participated in a lengthy discussion of the Boards’ intention regarding the Letter of Agreement for the Management of Funds for MSERA by MSERF. This stage of the discussion began during the conference call with John Petry and continued afterwards. Bob answered the concerns of several members. He assured them that protection for MSERF from debts incurred by MSERA would be written into the agreement. Scott Bauer summed up the Board’s intent by stating a twofold purpose for the agreement: The transfer of funds to MSERF would allow the expansion of the purposes of the MSERF Foundation. The holding and investment of funds by MSERF would insure the long-term financial viability of the organization. The Executive Board has already been empowered (see minutes of Fall 2004 Board Meeting) and will proceed with working out the specific details of the agreement. The amount to be transferred would be decided after the Treasurer’s Report.

Development Committee
Scott Bauer delivered the report. He noted that five of the institutional members had not yet paid their pledges. Jane McHaney suggested that letters of solicitation go out in April or early May to allow administrators more time to budget an Institutional Membership. It was agreed that the letter could reference support for the 2005-2006 term, yet be recorded as 2006 memberships.

Program Committee
Gail Weems delivered her report via a conference phone call. She reported that to date only 50 members had volunteered to review papers, and 100 more are needed. She estimated that the number of Session Presiders was sufficient. She announced that, for personal reasons, she was stepping down as Program Chair, effective immediately. She stated that nonetheless she intends to remain actively involved in MSERA. Following the call, Jane Nell Luster noted that she had reluctantly accepted Gail’s resignation. Randy Parker suggested that the State Representatives could help to recruit reviewers to assist the new Program Chair, who has not been identified at this time.

Treasurer’s Report
Nola Christenberry, past Treasurer, presented the first part of the Treasurer’s Report showing a checking balance of $22,407.83. She reported a savings balance of $17,066.19 + $103.09 that had accrued since the statement she was working from at the time of the report. She reported that she had transferred $30,000.00 to Dennis Zuelke, the current Treasurer. She noted that MSERF had not yet been paid. Scott Bauer asked if the $500 had yet been transferred to the Russ West Memorial. Nola replied that it was not, and would be paid out at the same time as the MSERF contribution. The MSERF contribution has already been made. Dennis Zuelke, present Treasurer, presented the second part of the Treasurer’s Report. He explained that he needed a Board Resolution to enable him to draw funds on an account opened at Amsouth Bank in Jacksonville, Alabama on February 1, 2005. Two accounts have been opened at that bank: A Money Market account with $20,000 principal @ 2.5% yield; and a non-interest checking account containing $10,000.01. He reported that a certificate of deposit of $17,169.20 @ 2.39% is also held by MSERA at Mid-
South Area Teacher’s Credit Union in Memphis, Tennessee. MSERF has $9,878.41 in an account with the same credit union.

A motion was made by Lynne Howerton (second: Bill Spencer) to support the resolution proposed by Dennis Zuelke in his report. This resolution will allow Dennis to make deposits and withdrawals from the accounts he had opened. Scott Bower moved to amend the resolution to name a second person as an authorized signer. Jane Nell suggested that person should be the President Elect in order to ensure a system of checks and balances. Harry Bowman moved to modify the resolution to include the President Elect in the resolution. The modified resolution was passed by acclamation.

**Budget Planning, Managing, and Advisory Committee**

Nola Christenberry and Scott Bauer presented the Budget Proposal for 2005. Jane Nell Luster led the discussion of budget concerns. One was the reminder that continued support for SRERA was needed in order to be able to continue to send the Distinguished Paper winner to the AERA National Conference. There was some discussion regarding the money to be transferred to MSERF pursuant to earlier discussions. It was clarified that the transfer was to be given as a gift, not a repayment of past support by MSERF. Scott Bauer moved to accept the budget proposal and to designate a $2,000 gift to MSERF (Second: Dana Thames). The motion carried.

**Local Arrangements 2005**

Jane Nell Luster presented the report for Betty Porter and Cathy Campbell. The only concern at this time was the limited parking available.

**Registration Form (1)**

Dennis Zuelke introduced copies of the revised registration forms for the MSERA fall meeting. Changes, additions, and deletions were recommended.

**Recess**

The meeting was recessed for the dinner hour. The meeting was reconvened at 8:35 a.m. on Saturday, February 26, 2005.

**Evaluation Committee**

Bill Spencer and Randy Parker presented a summary of the evaluations for the 2004 Fall Meeting in Gatlinburg, Tennessee. He noted a 6:1 ratio of professional to student member respondents, and a 2:1 ratio of new to old member respondents. Concern was expressed for the significant percentage of papers listed on the program that were not presented. The majority of these authors had not offered any excuse. It was noted that those who were not excused will be reported to the 2005 Program Chair. A discussion also followed regarding what constitutes a copy of the paper. Scott Bauer also addressed the need for quality control of training sessions. He recommended that only one training session be allowed per presenter. It was noted that the attendees expressed approval of the change to a Keynote Luncheon, rather than an evening speaker. The need for a public version of the program was discussed. It was recommended that a poster be prepared for those who had forgotten their program.

**Annual Meeting 2004**

Jane Nell Luster presented the report for Judy Boser and also relayed Kathy Franklin’s comments. The final cost of the Fall 2004 meeting paid to the Park Vista Hotel was $11,125.67; anticipated recovery of funds from various sources totaled $3,657.67. It was recommended that for the purpose of more efficient planning the Meeting Registration form be revised to allow individuals to indicate whether they intend to participate in the catered luncheon and reception events.

**Archive and Repository Committee**

Jane Nell Luster presented the report for David Morse. She referred back to previous discussions of the overlapping nature of the work of some committees. It was noted in the report that, “At some point, that both the Publications and Communications committee as well as the technology committee may wish to discuss the feasibility of making archive holdings available electronically.”
Membership Committee
Michael Ross gave the report. He outlined plans to continue and expand upon the efforts of the past two co-chairs, Rebecca Giles, and Linda Kondrick. Jane Nell explained that she was looking for a third co-chair. The idea being that Michael would specialize in expanding the diversity of the membership. Jesus Tanguma would focus on increasing participation from outlying areas, and a third co-chair would concentrate on the traditional membership core. It was proposed that the Secretary provide a copy of the current membership list, and list of lapsed members to the Membership Committee.

Graduate Student Advisory Committee
Sherry Shaw reported that the new social for the graduate students, although successful, would be held a little earlier this year. She also asked for more representation by the Board Members. Gahan Bailey also suggested that the MSERA Mentors be encouraged to attend. Sherry announced plans to begin a list serve specifically to promote communication among the graduate student members. It was suggested that the New Member/Graduate Student Breakfast be renamed the Emerging Professionals Breakfast in order to encourage wider participation in this networking opportunity.

MSERA Mentors
Nola Christenberry reported that there is now a listing on the web site of the MSERA Mentors and their areas of expertise. She also announced plans to initiate a Mentors list serve. Scott Bauer made note that the current membership boasts of 22 active past presidents in an organization that is only 32 years old.

Publications and Communications
Jane Nell Luster gave the report for Rob Kennedy and Tom Lucey. Attention was drawn to the five challenges for web-based communications as outlined by the committee. In particular it was noted that the Editor of the MSERA WWW Site, David Morse, does not initiate updates to the web site. That information needs to be communicated to him by the responsible parties. Scott Bauer made a motion to make credit card payments available for both on site and online registrations if possible (Second: Jane McHaney). Motion passed.

Research in the Schools
Jane Nell Luster delivered the report for the editors, Larry Daniel and Tony Onwuegbuzie. Planning for the issues is on schedule. A special issue on mixed methodology is planned for Fall 2005.

Researcher
Lynn Howerton delivered the report. He noted that the membership issue had been reduced from 12 to 18 pages.

Technology Ad Hoc Committee
Jane Nell Luster reported for Cliff Hofwolt and Billy Franklin. Two main issues were discussed. One was regarding the acquisition of software to make the job of the Program Editor easier and more efficient. Randy Parker made a motion (Second: Patrick Kariuki) to empower the Executive Board to make the decision regarding a system that could be available no later than April 1, 2005 for use by this year’s Program Director. Motion passed. The other issue returned to the possibility of making credit card payments available either for onsite registration only or for both on site and online registrations (see Publications and Communications above). Scott Bauer also noted that several institutions had requested the convenience of paying their Institutional Memberships by credit card. Lynn Howerton proposed to amend the previous motion to let the designated committee decide whether to add an amount to the cost of the registration to cover the credit card processing fee. The amendment was approved.

Registration Form (2)
Jane Nell returned to the previous issues raised by Dennis Zuelke regarding changes to the Registration Form. She recommended that the final revision of the form be delayed until the credit card decision was made. At this point Scott Bauer and Judy Boser asked if the Board wanted to offer an MSERA T-shirt, and if so, should the size request be placed on the registration form. Rebecca Giles made a motion (Second: Patrick Kariuki) that we offer the membership MSERA logo clothing items at no cost to the organization. Dennis and Scott clarified that it would preferable to make this offer via e-mail, rather than including it on the Registration Form. The motion passed.
Exhibitors and Vendors Ad Hoc Committee
Randy Parker and Julie Holmes delivered the report. Gahan Bailey made a motion (Second: Scott Bauer) to pursue and invite vendors, authors, and other exhibitors for one day only at the Fall 2005 Conference. Scott clarified that the invitations would not incur any cost to the organization, and a fee may be set by the committee. Motion passed.

Operations Manual Ad Hoc Committee
Jane Nell delivered the report for Walt Mathews and Ron Adams. Gahan Bailey spoke about the ongoing revision process. All questions regarding further changes are to be funneled through her.

Distinguished Awards
Gahan Bailey suggested that the State Representatives could help to solicit submissions for the two awards. It was proposed that the Secretary supply each State Representative with a list of the members in their states. Scott Bauer suggested that the At Large Representatives could also concentrate on their own home states.

Local Arrangements 2006
Richard Littleton advised the Board regarding the status of preparations for the 2006 MSERA Annual Meeting to be held at the Winfrey Hotel in Birmingham, Alabama.

Local Arrangements 2007
Linda Kondrick advised the Board regarding the status of preparations for the 2007 MSERA Annual Meeting to be held at the Arlington Hotel in Hot springs, Arkansas. Sherry Shaw and Nola Christenberry agreed to join this committee.

Future Site Selection
Jane Nell Luster spoke regarding the charge to Bill Person and Lesia Lennox to get a proposal for the 2008 meeting to be held in Memphis, and the need to begin prospecting for a site for the 2009 meeting.

Nominations Committee
Scott Bauer asked for interested parties to make suggestions for a nominee for Treasurer to be elected at the Fall 2005 Business Meeting.

Comments from Directors
Sherry Shaw, Mary O’Phelan, Randy Parker, Dana Thames, and Patrick Kariuki reported on methods they used in their efforts to promote participation among their constituents. (Rebecca Giles had to leave earlier and so did not get to speak.) The need to have a symposium for special interest groups, like Educational Leadership, was discussed at large. Dana Thames expressed an interest in assisting the Development Committee in identifying non-collegial prospects for institutional support.

New Business
Items 1 through 4 regarding the Operations Manual had been covered earlier and further changes were now considered the prerogative of the President Elect. Items 5 and 6 list changes to the Bylaws. Scott Bauer moved that the Board recommend the proposed changes to the Bylaws to the membership at the 2005 Fall Business Meeting (Second: Patrick Kariuki). Motion passed. Item 7 regarding MSERF contributions and the MSERA/MSERF agreement had been covered earlier. The first Item 8 had been discussed earlier. Scott Bauer moved that another officer of the organization be designated as a signatory to provide for the possibility of the incapacitation of the Treasurer. (Second: Sherry Shaw). Resolution passed. Jane Nell Luster indicated that the second signatory for the immediate future because of her position as President Elect would be Gahan Bailey. The second Item 8 regarding methods to maintain accessible records of the Minutes of the Board meetings was discussed. It was acknowledged that with the split in the roles of Treasurer and Secretary, the minutes should be distributed in the first six weeks following the meeting as required by Article II of the Bylaws. It was also acknowledged that the maintenance of historical records is in the explicit domain of the Executive Secretary.
Planning for the Future
The discussion once again turned to the matter of expanding the geographic region of MSERA. The Board was reluctant to take any actions at this time, but desired to acknowledge that the views expressed in the 2004 Evaluation Survey are being respectfully considered. It was generally agreed that a forum should be set up at the 2005 Annual Meeting to further discuss the issue. It was also suggested that GERA and FERA should be invited to send some representatives to the 2005 Fall Meeting.

Registration Form (3)
The revision of the Fall 2005 Registration Form was presented for a final review. It was suggested that it be made clear on the form that the luncheon is included in the registration fee. There was a general agreement that the five dollar difference between pre-registration and on site registration was not large enough to act as an incentive to pre-register. It was agreed to raise the cost of onsite registration to $75 for current 2005 members and $110 for non-members. The difference between Pre-registration and onsite registration was thus increased to $15. It was requested that all forms of the Meeting Registration and Membership Application forms agree. Some forms request different information than others. This makes it difficult to collect demographic data for use in tracking membership trends. In particular the Meeting Registration Form needs to include check boxes to indicate New Member/Renewing Member status.

Member Survey
Scott Bauer presented the results of the online Member Survey. He emphasized in particular that we need to invite more practitioners and policy makers to present Symposia and Training Sessions.

Adjournment
With no further business, the meeting was adjourned at 12:35 p.m. February 26, 2005. (Motion: Scott Bauer; Second: Gahan Bailey).

Respectfully submitted,

Linda C. Kondrick, MSERA Secretary 2004-2005