

**Pacific Northwest AAR, SBL, and ASOR
Annual Business Meeting
University of Calgary
Calgary, Alberta
May 10, 2014**

The meeting was convened at 12:32 pm. The meeting was presided over by the president, Jack Levison.

I. Welcome and Announcements

- a. Jack Levison thanked the executive committee members for their service.
- b. It was announced that there would be an undergraduate poster session in the lounge.

II. Old Business

- a. Amy Donaldson (secretary/treasurer) presented the minutes from the 2013 annual business meeting. The minutes were approved as amended.
- b. Amy Donaldson (secretary/treasurer) presented the financial report (see attached). She explained the new relationship between AAR funds and SBL funds on a regional level. The financial report was approved as presented.
- c. Timothy Hyun (chair of student paper committee) reported on the student paper competition. There were five paper submissions: two graduate and three undergraduate. One graduate and two undergraduate winners were selected.
- d. Ardy Bass (SBL regional coordinator) reported that there are four nominees for SBL regional scholar. The committee will review the nominees and decide whether to forward a name to the national SBL. The winner will be announced on the website.
- e. Amy Donaldson (AAR regional coordinator) presented the AAR report. She explained that the national AAR has requested that the regions create a policies and procedures manual to supplement the operating agreement.
- f. P. Richard Choi (chair of SBL regional coordinators committee) was visiting from the national SBL. He reported on the SBL regions committee. The main focus right now is to help the regional meetings grow.
- g. Susan Carter reported on the work of job descriptions committee. The committee will assemble descriptions of the current job responsibilities and then will review them to suggest

changes to balance out the responsibilities. The committee will also begin to work on a handbook for program unit chairs to offer guidelines for running a program unit.

III. New Business

a. Brenda Llewellyn Ihssen presented the nominations committee's nominees for open positions.

Susan Carter (current vice president; AAR) was nominated for president. She was unanimously approved by the members.

Charles Scalise (SBL) was nominated for vice president. He was unanimously approved by the members.

The committee nominated Mari Kim for executive secretary. From the floor, Doug McGaughey nominated Ardy Bass to serve a second term as executive secretary, for the sake of institutional continuity. Roger Anderson seconded the nomination. Ardy expressed that she would be willing to serve a second term. Brenda explained that she had talked to Mari and that Mari agreed with the nomination for Ardy to continue as executive secretary. The members voted on both nominees. Ardy Bass was unanimously approved by the members.

Rupa Pillai was nominated as the AAR student director. Raj Balkaran (current student director) described the nomination process. Rupa Pillai was unanimously approved by the members.

Raj Balkaran gave brief report on the student director position. He said the Pacific Northwest region offers the best financial support for the student director.

b. Marylhurst University in Portland, Oregon, will serve as the meeting location for 2015. The University of Idaho will be the location for 2016. We are looking for a venue for 2017, which should be in Canada. Pacific Lutheran University is the tentative location for 2018.

The dates for the 2016 meeting at the University of Idaho were discussed. A vote was taken, and the membership was evenly divided on whether to have the meeting in April or in mid-May. Linda Schearing said that it had been decided at a past business meeting that every year the conference would be held during a three-week window from late April to early May.

The membership discussed the benefits and drawbacks of various dates. No conclusions were reached, so the dates will need to be explored further.

There was no additional new business.

The meeting was adjourned at 1:34.

**Pacific Northwest AAR/SBL/ASOR
2014 Preliminary Financial Report**

| | AAR account | SBL account | Total |
|--------------------------------|------------------------|------------------------|--------------|
| After 2013 regional conference | 2869.34 | 410.27 | 3279.61 |

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|---|----------------|----------------|----------------|
| Prior to 2014 conference registration | | | |
| <i>AAR Subvention</i> | +2200.00 | | |
| <i>SBL Subvention</i> | | +1500.00 | |
| <i>Site visit travel</i> | -252.38 | -198.30 | |
| <i>SBL Reg. Coord., nat'l conf.</i> | | -500.00 | |
| <i>AAR Reg. Coord., nat'l conf.</i> | -500.00 | | |
| <i>AAR Student Rep., nat'l conf.</i> | -500.00 | | |
| <i>Supplies (name badges and holders, checks)</i> | -36.56 | -16.57 | |
| Total | 3780.40 | 1195.40 | 4975.80 |

| | | | |
|---------------------------------------|------------------|----------------|------------------|
| Registration fees (and meal tickets)* | +8251.00 | | |
| Total available as of 5/6/14 | 12,031.40 | 1195.40 | 13,226.80 |

* Deposited into AAR acct; SBL portion will be calculated after the conference.

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|---|-----------------|--|--|
| Projected expenses | | | |
| <i>Honorarium</i> | -500.00 | | |
| <i>Travel, hotel, and meals (plenary speaker, exec. sec., student rep.)</i> | -1450.00 | | |
| <i>Rooms and receptions</i> | -2500.00 | | |
| <i>Printing</i> | -350.00 | | |
| <i>Student paper awards</i> | -250.00 | | |
| <i>Technology</i> | -500.00 | | |
| <i>Meals (lunch and banquet)</i> | -3080.00 | | |
| Total† | -8630.00 | | |

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|--|----------------|----------------|----------------|
| Estimated balance after expenses† | 3401.40 | 1195.40 | 4596.80 |
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† Conference expenses will be paid out of AAR acct; SBL portion will be calculated after expenses are paid, and SBL acct will reimburse AAR acct for the SBL portion of funds not covered by SBL registration revenue.