

Pacific Northwest Region AAR, SBL & ASOR  
Executive Committee Meeting Minutes  
Calgary, Alberta  
May 10, 2014

Committee members in attendance: Jack Levison (president), Susan Carter (vice president), Ardy Bass (executive secretary), Amy Donaldson (secretary/treasurer), Raj Balkaran (AAR regional student director), Roger Anderson (ASOR representative)

Also present by invitation of the committee: Doug McGaughey (past executive secretary), Linda Schearing (past executive secretary), Brenda Llewellyn Ihssen (chair of nominating committee)

Jack Levison presided over the meeting. The meeting was convened at 11:07 pm.

I. Announcements: Ardy received confirmation from Nick Gier that the 2016 meeting will be at the University of Idaho; a meeting location is needed for 2017.

II. Old Business

a. Updates from AAR, SBL, and ASOR

ASOR: Roger reported that he is trying to get \$500 a year as a subvention from ASOR for our region. He suggested that we look at the schedule for future regional meetings since it is too late in the academic year for many ASOR members to attend.

AAR: Raj updated that this year the registration fee for the regional student director was waived, so we have added that to the list of reimbursements (see below).

SBL: Ardy reported that Richard Choi is visiting to represent the national SBL.

b. Financial Report: Amy explained the complex relationship between AAR and SBL finances, now that our regional bank account contains only AAR funds, and our SBL funds are held by the national office, available to us through reimbursement when we provide receipts. It was also briefly discussed that we currently pay to use the abstracts system through Oxford Abstracts and we may want to reevaluate whether that is worth the money we spend for it. Doug emphasized the benefits of sending the entire executive committee for the site visit, and we discussed the financial burden of this.

c. Update on 2015 Meeting Venue: Susan reported on the agreement with Marylhurst University for March 27-29, 2015, and the logistics of the venue.

d. Report from Nominating Committee about Elections: Brenda listed the nominees for this year, to be voted on at the business meeting later in the afternoon. There was extended discussion about the benefits of having Ardy serve a second term as executive

secretary rather than electing a new executive secretary. Doug informed us that he was planning to nominate Ardy from the floor during the business meeting. Ardy agreed that she would be willing to serve another term.

### III. New Business

a. Next Executive Committee Meeting: Since the region cannot fund travel for the entire committee to attend the site visit in the fall, Amy suggested that we hold a meeting at some point in the fall via Skype (and that several new business items on the present agenda could be deferred to that time).

(A few people needed to leave the meeting at this point.)

b. Reimbursements: Amy reviewed the reimbursements that we have traditionally provided for various representatives and committee members (see addendum B). The committee members still in attendance suggested emendations and voted to approve the list of reimbursements as amended. (This document was also sent out to all committee members by email for their approval; see below.)

c. Bank Account Access: Amy explained that the new Operating Agreement requires the AAR regional coordinator to be a signee on the regional bank account, whether or not that person is also serving as our regional treasurer. A vote on approving Amy's suggested resolution for this issue (see addendum C) was deferred to take place by email after the meeting.

Since time had run out and several members needed to leave to attend to other obligations, the meeting was adjourned for the day (at 12:06), with the understanding that Amy would follow up with an email requesting a vote by the committee. (The content of the email is attached; see addendum A.) Five committee members (Raj, Roger, Susan, Ardy, Amy; see addendum D) responded with suggested emendations and a yes vote. The documents, approved as amended, are attached (addenda B and C).

Addendum A: Email Sent to Executive Committee Members by Amy Donaldson, May 10, 2014

Thank you to everyone for your time and participation in the executive committee meeting in Calgary. Because we ran short on time and needed to end abruptly, I am following up on a couple of points that came up after a few people needed to leave the meeting.

The AAR operating agreement does state that we can make decisions in written exchange that may then be entered into the minutes (see below), so I am requesting that each of you read through the following points and **reply with your agreement or clarifications by May 24** (i.e., within two weeks). Once I have a two-thirds majority approving these points, I can enter them into the minutes for our committee meeting and make them official.

*From AAR operating agreement: "4.04. Action Without Meeting. Any action required or permitted to be taken by the Board at a meeting may be taken without a meeting if two-thirds of the total number of Directors consent in writing to such action. Such written consents must be filed with the official minutes of the Board. Any action so taken shall have the same force and effect as action taken at a meeting of the Board duly called and at which quorum was present."*

1) Regional stipends, honoraria, awards, and reimbursements: The attached file titled "designated honoraria and reimbursements revised" is a modified version of the document I previously sent out by email. Toward the end of the meeting, I read through this, and those present gave feedback to clarify wording. Please review this document, express any concerns or questions you have before you can give your approval, or let me know of any important changes that should be made to the wording. If you approve of the document, please express your approval. (Once this is officially in our minutes, we will have a legal and written record that our region has agreed to use our funds to provide these payments.)

2) The AAR regional coordinator and access to the regional AAR bank account: The second attachment ("AAR regional coordinator and bank account access") is identical to the file that I emailed prior to the meeting and that I distributed at the meeting, although we did not really have time to discuss it. Again, please express any questions or concerns, or any important changes to the wording, and your approval if you agree with the document. (As I tried to explain briefly in the meeting, by approving this document we will bring our practices into alignment with the AAR operating agreement while also preserving the alternation between AAR and SBL in the treasurer position. Our bank needs a document such as this on file to clarify who has been approved to have access to our bank account.)

3) One important agenda item that we did not get to in the meeting is the suggestion that we should add the chair of the nominating committee (currently Brenda) to the executive committee. I think that either (a) we should (discuss, as necessary, and) agree to this by email or (b) we should invite Brenda to our next executive committee meeting and make this our first agenda item so that her presence can be official. Please offer any feedback that you have on this, or express whether you think option a or option b would be the best way to proceed.

That's all that I will put forth right now to conclude our meeting and to complete the minutes. I think that other matters on the agenda will be able to wait until our next executive committee meeting. And, for any of you who are wondering, even though there has been some transition in positions as of the elections at our business meeting, I am considering this email a continuation of our executive committee meeting in Calgary and therefore am sending it to the committee members as of that meeting.

Thank you!

Amy Donaldson

Addendum B: Designated Honoraria, Stipends, Awards, and Reimbursements

<b>Person/Event</b>	<b>Amount/Conditions</b>	<b>Paid By</b>
Fall site visit (designated regional representative[s])	Travel and hotel	AAR and SBL (pro rata)
AAR regional coordinator, national AAR meeting	\$500 reimbursement (if institutional funding not available) [2 nights hotel provided by national AAR]	AAR subvention
AAR regional student director, national AAR meeting	\$500 reimbursement (if institutional funding not available) [registration and 2 nights hotel provided by national AAR, as well as annual membership dues]	AAR subvention
SBL regional coordinator, national SBL meeting	\$500 reimbursement (if institutional funding not available) [2 nights hotel provided by national SBL]	SBL subvention
Saturday evening plenary speaker	\$500 honorarium Travel and hotel	AAR or SBL, alternating years
ASOR plenary speaker	\$300 honorarium Travel and hotel	ASOR subvention, as available; otherwise, SBL (as funds available)
Executive secretary, regional meeting	Travel and hotel (if institutional funding not available)	AAR and SBL (pro rata)
AAR regional student director, regional meeting	\$500 reimbursement and registration fee waived (if institutional funding not available)	AAR subvention
Saturday morning breakfast (invited attendees)	Full tab	AAR and SBL (pro rata)
Student paper award recipients	Maximum of two \$100 awards for graduate students Maximum of two \$100 first-place awards and two \$50 second-place awards for undergraduate students	AAR and SBL (pro rata)

## Addendum C: AAR Regional Coordinator and Bank Account Access

From the region's AAR operating agreement:

4.08 Bank Accounts. The Board may, from time to time and in compliance with this Operating Agreement, open bank accounts in Regional Group's name. Only certain Persons may have authority, including but not limited to signing authority, regarding such accounts. The Persons who may have such authority are the **Regional Coordinator**, AAR's Director of Business and Finance, and **any other Person appointed by AAR to have such authority**. All Regional Group funds must be deposited in its name in such accounts. All Regional Group funds must either be used to further Regional Group's purpose or retained for future use to further Regional Group's purpose. (Emphasis added.)

**Proposal:** According to our regional AAR/SBL job descriptions, the executive secretary and the treasurer also serve as the AAR or SBL regional coordinator, with the first two positions alternating between the second two positions to preserve balance between the two organizations. Therefore, in years when the treasurer is also the AAR regional coordinator and thus is the primary signee on the regional AAR bank account, it is proposed that the executive secretary be added as a second signee on the account, for emergency purposes. In years when the treasurer is not the AAR regional coordinator, it is proposed that the AAR regional coordinator be added as a second signee on the account, for emergency purposes; if the AAR regional coordinator is not also serving as the executive secretary, the executive committee may decide to also add the executive secretary to the account as an additional signee, for emergency purposes, if this is deemed necessary. In all cases, any debit or credit cards on the account should be issued only to the treasurer, and the treasurer alone should have responsibility for a checkbook or any checks in the account's name, and for maintaining the balance of the account, unless the executive committee decides that an exception should be made. ("Emergency purposes" are defined as circumstances in which the treasurer is no longer able to fulfill his or her duties or is unable to access the account, and money from the account is immediately required in order to meet the financial obligations of the Pacific Northwest region, for regional AAR expenses or for joint expenses of AAR, SBL, and ASOR related to the annual regional meeting or the function of the executive committee members in fulfilling their duties to the region.)

Addendum D: Full Email Correspondence Containing Approvals by Committee Members

*Raj Balkaran <raj.balkaran@gmail.com>*

Hello Amy,

Regarding your correspondence:

1) I hereby approve of the attached file regarding regional stipends, honoraria, awards, and reimbursements.

2) I hereby approve of the document pertaining to the AAR regional coordinator and access to the regional AAR bank account.

3) I think it would be beneficial to include the chair of the nominating committee to the executive committee. In my particular case, I ended up doing the legwork to secure my replacement (for the Regional Student Director) before discovering the function of the nominating committee. I do not regret not knowing this sooner, because it provided a great opportunity to gain invaluable administrative experience regarding the recruitment process. However, as was made clear by the crucial discussions which took place this weekend between Brenda and the rest of the executive committee regarding this year's nominations, she really should be on the committee, or at very least in conversation with the committee and in attendance at the meetings.

Thank you for your meticulous care, and best wished to you and the entire exec committee moving forward in the spirit of stellar professional service.

Regards,  
Raj Balkaran

*Roger Anderson <rwander48@comcast.net>*

Amy,

Thanks for the email regarding the continuation of the executive committee meeting. I'm glad you gave us a deadline or else we get too busy and forget to wrap things up.

First, the honoraria, etc. chart is fine. The entry under the AAR student representative in the middle column needs the end of the parenthesis added – available). I approve the chart with the correction being made.

One question does arise, however, if SBL decides to add on a student representative the chart will need to grow. I don't know if such a thing is being considered, but I hope the chart is not set in stone forever. We may even want to revisit this in a couple years for dollar amounts and new

additions, such as ASOR finally decides to put \$500 per year into the mix (hopefully). Are we allowed to revisit the chart and expenses from time to time as our region may seem fit?

Second, the wording sounds good. It does appear to me that we have a redundant position and check to make sure that if something happens to the person primarily involved in expenditures the backup can handle such a situation. The bank (and AAR/SBL) would need to have the names of the primary and the secondary people responsible. AS such and with this understanding, I approve the paragraph.

Third, the executive committee has six on it now – Exec sec, Treas, Pres, VP, ASOR, AAR Student rep. Is the nominating committee chair needed to break possible tie votes? I guess at this point, I would vote for option b and discuss the issue at the next exec meeting.

Thanks for bringing us to conclusion.

Roger W. Anderson, Jr.

*Susan Carter <scarter@marylhurst.edu>*

Hi Amy: As always, thanks for all of your work on these items! Here is my e-mail vote on what is put forward here:

- 1) I approve of the attached file regarding regional stipends, honoraria, awards, and reimbursements. (Pending the correction pointed out by Roger)
- 2) I approve of the document pertaining to the AAR regional coordinator and access to the regional AAR bank account.
- 3) While I am in favor of adding the Nominations Committee Chair to the Exec. Committee, since we were unable to discuss it at the meeting, I think it is a good idea to have discussion at our next Exec. Committee meeting before voting. I would value others' opinions.

Again, thanks for all of your efforts, Amy--and everyone! Best, Susan

*Amy Donaldson <amy.m.donaldson@gmail.com>*

Roger and Susan, thank you for your replies and feedback.

To answer the questions that Roger raised pertaining to the chart of reimbursements, etc.:

The chart is not set in stone. We can revise and amend as often as we need to. But, we needed something to start with before we could revise it, so this is intended to put the status quo into writing and our official records, so that we know what we have to work with. If, for example, SBL decides to have a student rep (which I don't think would happen anytime soon, since I

haven't heard any buzz about that), or if we are able to receive a regular stipend from ASOR, we can discuss and revise how we are allocating our funds.

Thanks!

Amy

*Bass, Ardyth <bassa@gonzaga.edu>*

Yea!!

Sent from my iPhone

*Amy Donaldson <amy.m.donaldson@gmail.com>*

I also approve of both documents.

Amy