

**MINUTES  
FAEDS BOARD MEETING  
JANUARY 22, 2004  
ROSEN CENTRE, ORLANDO, FLORIDA  
SALON 23  
8:00 AM – 10:00 AM**

**In Attendance:** David Jasa  
John Opper  
Allan Pither  
Fred Rabe  
William Strait  
William Piotrowski  
Marsha Cole  
Carlotta Appleman  
Keith Parsons

**Welcome and Introductions**

President David Jasa welcomed all Board members and called the meeting to order at 8:05am

**Approval of Board and Business Meeting minutes**

Copies of the minutes from the Board Meeting and Business Meeting held during the Fall FAEDS Conference were distributed.

F. Rabe motioned to approve the minutes. C. Appleman second. Motion approved.

**Discussion of 2004 Conference Program**

J. Opper reported that all the Board members voted for the Innisbrook Resort as the site of the 2004 conference. He reported that he was working with Patsy Warmack on the arrangements. Handouts containing information about the resort were distributed. Initial response from the vendors contacted were positive regarding the location. John proposed a web-based survey to the membership regarding areas of interest for the sessions. At this time, John had to excuse himself from the meeting. David suggested that a conference call could be set up to update John on any further discussions on the conference.

A discussion of vendor fee followed. It was decided, at this time, not to change the vendor fee amounts. Other changes agreed upon were; the Platinum Plus ranking would get first consideration of vendor space, sponsor a session, and also be offered a 'primetime session'. The Platinum rank would sponsor a session, but would not get a 'primetime session'.

M. Cole suggested several session topics including;  
Application Integration  
Business Intelligence Tools

GIS  
e-Learning.

A motion was passed to hold a Summer Board meeting on July 11<sup>th</sup> – 12<sup>th</sup> at the Innisbrook Resort to preview the facility.

### **Appointment of Treasurer**

A motion was passed unanimously to appoint Richard Struense, Treasurer and Keith Parsons, Secretary.

### **Appointment of additional Board member**

After discussion, it was decided to table the appointment of an additional Board member.

### **Audit Requirements Update**

An independent audit was completed for fiscal year 2003 and findings reported at the Fall 2003 Conference. By-laws call for an internal review every other year. F Rabe and K. Parsons were appointed to conduct an internal review at the end of the fiscal year for and report to the Board before the fall conference.

### **Review of October, 2003 Conference**

D. Jasa reported very positive feedback to the Fall conference from members and participating vendors. The only criticisms concerned the keynote speaker and dealt with her late arrival and overall presentation.

### **Treasurer's report (including conference)**

F. Rabe presented the summary financial report for R. Struense. The full Treasure's report will be e-mailed to Board members for approval before posting on the web site.

### **Budget Status**

F. Rabe presented the budget report with members receiving a copy to review before approving. He reported that the Board had still not received a budget from SDCCMIS for approval. A motion was made and passed unanimously to hold authorization by the President of any expenditures by SDCCMIS until a budget was presented and approved.

### **Membership (including conference)**

A. Pither presented enrollment figures for 2002 and 2003 to the Board. Allen requested the Board give serious consideration to transfer of the membership database and the maintenance of the listserv activities. He also asked for guidance on releasing membership data to vendors. A discussion followed concerning the release of the data and it was decided that Keith Parsons would research information concerning

the release of member data and report to the Board. The Board also tabled a discussion until next meeting concerning an apparent decline in membership for Community Colleges.

### **By-Laws**

W. Strait reported no current updates to the by-laws. The outcome of the discussion regarding release of membership data may require an appropriate update.

### **Historian**

W. Piotrowski reported that all archive material has been scanned and can be made available on the web site. he requested C. Applemann and J. Opper help in determining which documents could be purged from the archive. A motion was made and passed unanimously to allocate \$500.00 to cover the expenses of digitizing the documents.

### **Web Master**

While there was no formal report, W. Piotrowski expressed what an excellent job Tim had done on the web site.

### **Scholarships**

M. Cole reported a low response to the scholarship programs to date. Marsha suggested increasing the information to school districts regarding the scholarship program. It was also suggested that the submission deadline be extended to Marsh 15<sup>th</sup>.

### **Elections**

C. Appleman reported that she will be sending out information regarding positions opening on the Board.

### **FETC Booth**

Fred Rabe reported that Brevard Co. would be providing the hardware and software for the FAEDS booth at FETC. Fred also stated that staff from Brevard would man the booth during the conference. A motion was made and passed unanimously to reward the volunteers with a dinner for their efforts.

## **Report on Online Training**

W. Piotrowski reported that he reached an agreement to extend the free online training in exchange for a booth and session for the vendor at the fall conference.

## **Study group for conference assistance**

A presentation and discussion followed led by W. Piotrowski concerning the establishment of a contract position to assist the President-elect in their duties regarding the FAEDS conference arrangements. The presentation outlined the need for the additional services, and proposed several contract items such as vendor contact, membership maintenance, cost accounting, and logistics.

A motion was made and passed unanimously to approve, in concept, a contract for Executive Assistant services, as amended by the President-elect, not to exceed \$6,500.00.

## **Next meeting**

The Board agreed to hold the next meeting at the SDCCMIS Conference, in Ocala. The date was not yet available, but will be distributed as soon as possible.

## **Adjournment**

Meeting was adjourned at 10:27am

Respectfully Submitted,  
Keith Parsons, Secretary