

**Executive Board Meeting
April 08 and April 09, 2004
University Club Hotel
Chicago, Illinois**

APPROVED

Present: Jon Brandt, Susan Offutt, David Zilberman, Susan Capalbo, Laurian Unnevehr, Sally Thompson, Ron Mittelhammer, Harry Kaiser, Bill Boggess

Ex-Officio: Donna Dunn

Guests: Warren Dunham, Betty Eckebrecht, Roger Cox, Terri Haffner, Maarja Kolberg

Jon Brandt called the Executive Board Meeting to order at 11:23 a.m., April 08, 2004, to discuss the formation of a for-profit corporation.

Ron Mittelhammer moved that a for-profit wholly owned subsidiary be created to perform business management and support functions and Sally Thompson seconded. No other discussion. No opposing. Motion passed.

The Executive Board Meeting was suspended at 11:26 a.m., April 08, 2004 by Jon Brandt.

The Executive Board moved into executive session at 3:00 p.m., April 08, 2004.

Jon Brandt called the Executive Board Meeting to order at 8:45 a.m., April 09, 2004.

- I. Minutes from January 4, 2004 Executive Board Meeting were reviewed. On page 2, the minutes state: "William Boggess moved to allow *AJAE* and *RAE* editors **submit** up to four articles during the four volumes for which they are responsible. Ron Mittelhammer seconded. Motion carried." The board decided to replace the word "submit" with the word "publish" in order to keep students from being hampered in their publishing efforts. **Harry Kaiser moved to approve minutes with the above-mentioned correction and Ron Mittelhammer seconded. Motion passed.**
- II. **Laurian Unnevehr moved to appoint Betty Eckebrecht as the interim Executive Director, effective April 12, and Harry Kaiser seconded. Motion carried.**
- III. **Laurian Unnevehr moved to approve the *RAE* Editorial Board and Ron Mittelhammer seconded.**
 - a. The Board would like to see more diversity added to the *RAE* Editorial Board. Motion to approve was withdrawn.

- b. Bill Boggess moved to approve the *RAE* Editorial Board and Harry Kaiser seconded. Motion carried.**
 - c. Susan Offutt moved to direct the publications committee to provide guidelines for the composition of *AJAE*, *RAE* and *Choices* editorial boards and Laurian Unnevehr seconded. Board recommended that an international person should be included as well as a representative from 1890s and non land-grant universities. Motion carried.**

- IV. Extension proposal. The board decided that the Extension Award will be called the Distinguished Extension/Outreach Program Award. The board was divided on whether the Award should have a small “e” and “o” or if it should be a capitalized “e” and a small “o.” At the end of the proposal document, the last sentence stated: “eight copies of the nomination letter and supporting materials should be submitted.” The board suggested changing the word “eight” to “nine” copies.

Harry Kaiser moved that the current description of the award be approved with the name changed to extension/outreach and “nine” copies, instead of “eight,” should be submitted. Ron Mittelhammer seconded. Sally Thompson moved to amend the motion to capitalize the “E” and David Zilberman seconded. The amendment was to make “Extension” capitalized throughout the text of the proposal. The board voted 5 to 4 against the amendment. Motion failed. Motion to have the description of the award changed to “extension/outreach” and “nine” copies carried.

- V. The board decided it was necessary to re-advertise the position of *Choices* editor. The board also reviewed the *Choices* Web site statistics. **Laurian Unnevehr moved to re-advertise for Editor/Editorial team of *Choices* with a July 15 deadline and Harry Kaiser seconded. Motion carried.**

- VI. Jon Brandt reported that the Executive Director search committee would include the current President, new President-Elect, Immediate Past-President, Sally Thompson and a member from the AAEA staff.

- VII. The board reviewed the budget for the upcoming year. Betty Eckebrecht distributed the new 2004-2005 budget; there were no footnotes to the revised three-month report. Eckebrecht had changed and updated the *Choices* publication fees and the AALA financial figures were taken out of the budget.

There are currently 2204 members in the AAEA. This time last year, there were 2470 members and at the end of 2003, there were 2904 members. The upcoming Annual Meeting will increase AAEA’s membership numbers. The business office has been sending out individualized e-mails to all 2003 members who have not renewed for the year 2004 (480), and 25% of the respondents have said that they will renew or have renewed already.

AALA will give the business office one more payment of \$3,250. AALA is discontinuing their use of the business office services on May 1st as they will appoint their own interim Executive Director. Gross income from AALA was \$39,000 and net income was about \$7,000. Because this is a relatively minor amount of money, and there is some other income anticipated for the future, the board agrees that there is no reason to decrease staff.

A few board members asked why ACCI was charged more than AERE. It is because AERE has its own Executive Director and Web master; they are also not asking for help with boards or meetings. The business office processes only membership and meeting registrations for AERE, whereas ACCI uses more services.

Blackwell Publishing handles page charges for AAEA, and usually, AAEA owes ~\$20,000 at the end of the year. In 2003, however, AAEA collected \$7,000 from Blackwell Publishing. This is because subscriptions to the *RAE* increased significantly. There have also been increased subscriptions to the *AJAE*.

- VIII. The Board noted the concerns raised by members of the senior section regarding the dues increase. While sympathetic, the Board also discussed the lifetime membership option available to seniors that provides a means of controlling costs of membership in the Association. Responses have gone to individuals who have raised the dues issue.

Roger Cox will provide a communication report about the membership e-mails.

- IX. Update on Denver meeting – Community of Science (COS) system is not working as well as it was promised by the COS account managers—there are some bugs that were not worked through before the paper submittal process began. COS did not allow to distinguish between long and short papers, so there were a few submitters who do not know if their paper has been accepted as a short or a long paper. These issues should be sorted out by next week. There have also been some problems with reviewers. In the future, such problems will be reported through e-mail communication. Harry Kaiser and Laurian Unnevehr agreed to look into the structure of the Annual Meeting.

Registration materials will be ready to mail next week. The board members will encourage guests and members to stay in the Adam's Mark Hotel during the Annual Meeting in order to avoid high attrition costs from the hotel.

The Fellows will be recognized on Sunday night. On Tuesday night, the other awards will be recognized at an AAEA party with a country band and line dancing for the rest of the awards.

- X. The Foundation Board was expected to do a chronological report on the history of Foundation. There is a new mission statement for the Foundation, but no strategy yet. They would like to bring in a consultant.

- XI. Sally Thompson moved to adjourn and says she is happy that AAEEA is close to zero budget deficit. Ron Mittelhammer seconded. Motion carried. Meeting adjourned at 11:30 a.m.