

# Association of Collegiate Schools of Planning Annual Business Meeting, November 9, 2006

## Minutes

Glenda needs to provide an attendance list.

### Call to Order

**Mickey Lauria**

The meeting was called to order at 3:04p.m. Chris Silver, University of Florida, made the motion to accept the agenda. Robin Hambleton, University of Illinois at Chicago, seconded the motion. The motion passed.

### Secretary's Report – Approval of the Minutes

**Patricia Pollak**

Pollak reviewed the minutes with the group and ask for necessary changes. She asked for a motion to accept the minutes – **Someone made the motion**, seconded by Cheryl Contant, Georgia Institute of Technology. The motion passed.

Lauria thanked the outgoing board members and regional representatives and asked the group at large to extend their appreciation as well.

Lauria introduced the new regional representatives and asked the new representatives to stand. He thanked them for their willingness to participate.

Lauria took the time to thank Chris Silver as the outgoing president. Lauria presented him with a CD, Blues Dream as a personal extension of his gratitude for guiding him through the process of being the new president.

### Treasurer's Report

**Barry Nocks**

Nocks reported quickly on the organization's financial history. He credited former treasurer Tom Clark, University of Colorado Denver, with creating the budget format we are accustomed to seeing today. He introduced Nancy Harrison as the new CPA. A handout of the General Fund was distributed which included the final/actual compilation for 2005-2006 and the first quarter compilation for 2006-2007. He reported on the locations of various funds and the current earnings. He reviewed the distributed handout of the General Fund reporting ACSP is ahead in terms of total revenue and spending was less than expected. We have about **\$340,000 (need to confirm with Barry)** in net assets.

The finance committee met Thursday, November 9 to discuss:

- Reserve Fund – The Committee expects to come back to the board with a recommendation for a dollar figure that would cover full year of operation.
- Investment Policy – ACSP is currently extremely conservative but the Committee hopes to recommend ACSP take the lead along the lines of what endowments do using the stock market conservatively to take advantage of growth. Again a very specific recommendation will come to the board.

- Policy Development – the committee is reviewing current financial policies and intends to possibly create new policy proposals for the management of new projects and the growing number of funds managed for interest groups. Again will come with specific recommendations for the board.

### **Vice President's Report**

**Michael Hibbard**

JPER – ACSP decided to renegotiate with SAGE rather than send out an RFP to avoid substantial costs involved in moving to a different publisher. SAGE came to ACSP with a very favorable contract through 2013. SAGE will contribute \$5,000 to the annual Writing Workshop. SAGE will increase the page budget so there will be more articles in the book. For subscribers, SAGE will offer a 10% discount on all of their books, and free on-line subscription to various publications to subscribers. The contract has just been finalized and publicity will be forthcoming about how to obtain the discounts SAGE is digitizing the entire back file and the process of doing so is underway. If ACSP changes publishers in the future, ACSP keeps the back file. The royalty payment has been increased from 25-30% the stipend has been increased to \$7,000 and SAGE will be providing catering for the editorial board meetings.

Editors for JPER - The term of office for UC Berkeley as editors of JPER is complete June 30, 2008. A call for editors will occur in the next few months to begin the phase-in process beginning January 2008 to take over July 2008. The hope is to have a confirmation by Spring of next year.

#### Conferences

2008 Joint Conference with AESOP in July will be located in Chicago, Illinois.

2009 ACSP will most likely be in Washington DC. Virginia Tech is interested in hosting. The APA has big plans for their Centennial in 2009 and has proposed another co-location with more integration of the two organizations in celebration of the 100<sup>th</sup> anniversary of planning. It is also the 50<sup>th</sup> anniversary of the ACSP.

2010 ACSP hopes to receive a proposal from the University of Minnesota in Minneapolis.

### **President's Report**

**Mickey Lauria**

Lauria reported on the following initiatives:

Phase II Curriculum Document - Successfully started the creation of the Retired Faculty Interest Group. Lauria thanked Marcia Feld and Jerry Kaufman for leading this group. Lauria anticipates the official creation of this group by the next board meeting. Lauria expressed his pleasure about keeping their knowledge and skills involved with the ACSP.

Strategic Planning – Lew Hopkins, University of Illinois at Urbana-Champaign is leading the committee. Plans are moving along.

Web Planning Charette – Enhanced Web Presence Project. Please attend the charette. Varkki George, University of Illinois at Urbana-Champaign is leading the effort.

Board Meeting – agreed to proceed with the PSA project to negotiate a contract with a consultant to proceed with the faculty assessment of the project, student assessment and reputational portion phase by phase and taking it very carefully. Project chaired by Hoch, Lauria praised the committee. Lauria asked the group to show appreciation. He announced another task force with some old and new members will be created to continue on with the project.

### **Conference Report**

**Cheryl Contant**

Contant invited everyone to attend mobile tours as they are scattered throughout the event. She encouraged everyone to attend the local host sessions all scheduled for Friday morning of the conference.

In 2007 the ACSP will be in Milwaukee in October.

### **Quality Improvements of Conference Management**

- 1) The Committee is developing ways to work with student participants by helping them craft better abstracts, better final papers and make better presentations as part of their learning process to become future faculty. Reminders will be forthcoming to department chairs before future conferences on this effort.
- 2) The Multiple Program Placement policy continues to be enforced. Contant reminded everyone about the policy specifics. The idea is to have more and new people participating in the conference and seems to be working successfully.
- 3) No Show Policy is now being enforced. Anyone intending to present with a paper or in a roundtable discussion needs to register by the promoted deadline or be deleted from the program. This year ACSP responded by imposing this policy leniently on all participants but carried through with it in regard to the final program. The program now more accurately reflects who will appear this year.

Contant introduced Curt Winkle as the incoming National Conference Committee Chair.

Contant announced track chairs continue to rotate in and off, and she expressed her gratitude.

Lauria took the opportunity to praise Cheryl for her work on the conference over the past three years. He asked the group to extend their appreciation as well.

### **Old Business**

Lauria called for any old business. None.

## **New Business**

Chuck Connerly, Florida State University, noticed the deadline for the AICP award is the middle of January when it used to be in the middle of April. He wrote a letter to Susan Turner asking for change and received a thank you with a promise of consideration for next year. He asked if anyone else was concerned. Connerly's motion from the group to strongly suggest moving the deadline back to the old time frame was seconded by **Emil Malizia???** (check Patty's minutes). Others express that they have already sent their own concerns in writing. The motion passed.

Job Position announcement by Mildred Warner. Lauria reminded the folks of the avenues to advertise through the ACSP.

Announcements – Plenary time, Door Prize of airfare to AESOP meeting in Napoli or the PhD Workshop.

Administrator's Conference pitch from Bill Siembieda – March 22-24<sup>th</sup> in San Luis Obispo at the Pelican Point Lodge. Preliminary program in the works. March 22 is the new chairs school with Lew Hopkins, University of Illinois at Urbana-Champaign as the headmaster. He discussed the theme, introduced the names of several speakers and offered promotional materials for folks to pick up.

## **Strategic Planning Process**

**Chris Silver**

Silver introduced ACSP's ideas for strategic planning. He explained this conference is the ACSP's time to ask the members to think about the role of ACSP as they understand it or don't understand it. He explained the process for today of asking for everyone's participation. The conference is a public forum for attendees to put their ideas down on paper. He asked for everyone to answer the four questions distributed on the handout anonymously and candidly. The handout can be turned in at the end of this meeting in the box at the door.

**Unfinished Business – None.**

## **Adjourn**

Susan Bradbury, University of Iowa, made the motion to adjourn. Chris Silver, University of Florida, seconded the motion to adjourn and reminded everyone to fill out the green forms. The motion passed.