ACSP Executive Committee Meeting
Saturday, April 4, 1998
Boston, Massachusetts

Summary of Minutes

The Executive Committee:

- approved the minutes of the ACSP Executive Committee Meeting in Fort Lauderdale, Florida, November 5, 1997;

- appointed an Institutional Governance Committee to be Chaired by Patty Pollak to examine the need for staff support of additional officers to help the ACSP function more effectively;

- announced that a President’s Roundtable will be held at the fall conference in Pasadena on reassessing service. The roundtable will provide a forum for discussion on practice and knowledge generation and will be Chaired by Norm Krumholz and Sandi Rosenbloom;

- appointment of an Ad Hoc Committee on Plagiarism, jointly with APA. Marty Wachs has agreed to Chair this committee;

- appointment of a joint APA/AICP Committee on Free Speech and the Internet. Ken Pearlman has agreed to Chair this committee which will examine the case law concerning the management, posting and use of listserves and websites;

- appointment of a Finance and Investment Committee to be Chaired by Susan Bradbury. This committee will review and recommend procedures regarding financial planning;

- approved the endorsement of the concept of a World Planning Congress, to take place during the summer of 2001, organized by a steering committee of the four planning organizations of ACSP, AESOP, APSA, & ANZAPS, however, the conference must pay for itself and there will be no financial support from ACSP;

- approved the endorsement of Shanghai as the site for the World Planning Congress;

- approved the establishment of an ACSP Distinguished Service Award, to be named at a later date, which will be awarded annually at the awards banquet beginning this year at the Pasadena conference;
• approved as official ACSP policy the guidelines recommended by the Technology Committee regarding website standards;

• approved the Bursar’s Report; and

• approved the Officer’s Budget with some minor amendments;
ACSP Executive Committee Meeting  
Saturday, April 4, 1998  
Boston, Massachusetts

Members present: Sandi Rosenbloom, President, Bruce Stiftel, Vice President, Susan Bradbury, Secretary-Treasurer, Rolf Engler, Bursar, Chuck Connerly, David Amborski, Marcia Marker-Feld, Cheryl Contant, Mickey Lauria, Sarah Coffin, Dennis Gale, Elise Bright, Michael Hibbard, Patty Pollak, Deborah Howe, Beatrice Clupper, Thomas Clark, Genie Birch, Lew Hopkins, Barbara Becker, Gary Hack, Robert Washington, Jennifer Dill, Michael Brooks, Eric Kelly, Bish Sanyal, Bill Page and Jay Chatterjee.

Visitors present: Jeff Soule and Roshi Pelaseyed from APA.

The President called the meeting to order at 8:10am  
President Rosenbloom provided members of the Executive Committee with notebooks which contain all the relevant materials needed regarding ACSP business. President Rosenbloom through unanimous acclamation thanked Genie Birch, Nancey Green-Leigh and Wes Hankins for the incredible job they did as they served as ACSP President, Vice President and Secretary-Treasurer.

The minutes from the last ACSP Executive Committee meeting held in Fort Lauderdale, Florida November 5, 1997 were reviewed.

Motion: to accept the minutes as written. The motion passed without dissent.

The minutes from the ACSP Board meeting were reviewed. One correction was noted. These minutes will need to be reviewed and accepted at the next Board meeting which will be held in November in Pasadena.

President's Report - Sandi Rosenbloom
First this report focused on the notebooks which President Rosenbloom developed for each member of the Executive Committee. The notebooks should help to keep members of the Executive Committee organized and also help to demonstrate the numerous activities in which ACSP is involved.

ACSP as an organization has grown tremendously over the past several years. In addition the organization is engaged in many more activities and with this growth budgets have grown and responsibilities have increased. During this time, however, the number of officers has remained the same. One of President Rosenbloom's goals is to examine over the next year the possibility of hiring a staff person to assist the officers with clerical and administration needs. As a result, Patty Pollak has been asked to serve as Chair of a new
committee, Institutional Governance, to examine the staff person issue and to examine the need for additional officers, such as separating the Secretary-Treasurers position into two separate positions.

President Rosenbloom has also asked all Committees to consider holding hearings during the ACSP conference. This would provide a public forum and allow discussion of issues before the Executive Committee meetings. This should provide items to receive more discussion and examination and should help to shorten the Executive Committee meetings.

A President’s Roundtable will be held at the Fall conference in Pasadena. The roundtable will focus on reassessing service and will be chaired by President Rosenbloom and Norm Krumholz. This will provide an open session for people to come and discuss what we can learn from practice and what new knowledge can be obtained from practice. ACSP now receives $30,000 from the Fannie Mae Foundation. This is an increase of $5,000. We have been asked to provide two new services in return for this money: (1) to hold reception at the conference and to offer 10 travel scholarships for students so that they may attend the conference. Patty Pollak, who is currently chair of the Fannie Mae Foundation track at the conference has been asked to run the travel scholarship program as well. The scholarships will include conference registrations and $250 cash to each recipient, totaling approximately $500 each.

President Rosenbloom along with Eric Kelly, President of APA have agreed to appoint an ad hoc committee on Plagiarism. The committee will investigate the current issue concerning PLANET and APA’s charges. APA has provided the committee with all the materials concerning the issue and APA has agreed to pay for any expenses the committee incurs. There are four members of this committee: Marty Wachs, Chair, Mary Kihl, Jerry Kaufman and Hemalata Dandekar.

In addition a Joint APA/ACSP committee on Free Speech and the Internet has also been established. This committee is to examine the case law concerning the management, posting and use of listserves and websites. Ken Pearlman has agreed to Chair the committee and other members include: David Prosperi, Deborah Howe and Bob Patterson.

Lastly, President Rosenbloom introduced and welcomed the two new Executive Committee members, Elise Bright, University of Texas at Arlington and Tom Clark, University of Colorado at Denver. Jennifer Dill was also introduced to the Executive Committee. Jennifer is the new student representative and is from UC, Berkeley.

Planning Accreditation Board Report - Lew Hopkins
Lew reported on the successes of the PAB. Overall the PAB is working well, assisting schools to meet established standards and helping those schools with threaten programs. We should anticipate changes to the PAB procedures and criteria document in the near
future. The changes concern two areas: (1) affirmative action and (2) length of degree (which includes two areas that of distance learning and fast tracking). The process of changing the PAB document does take a long time and we will have an opportunity to comment. Lew would just like us to be aware of the process and the up-coming changes.

The method of selecting people to the PAB site visitor pool is also undergoing some changes. There is a recognized need for between 5 to 10 new people to be added to the pool each year who are willing to participate in the PAB accreditation process. There has been some confusion in the past as to how people are selected to the visitor pool. As a result, new rules concerning the selection process and criteria and responsibilities which accompany such appointment to the visitor pool have been developed. President Rosenbloom will appoint a committee who will make recommendations to her regarding the PAB site visitor pool.

Also, Gary Hack will be cycling off the PAB in November. Therefore a new PAB representative will need to be appointed by President Rosenbloom. Nominations are welcome.

**APA/AICP Initiative on University Networks - Jeff Soule, APA Policy Director**

APA Policy Director Jeff Soule introduced an new APA/AICP initiative concerning University Networks. This program stems from the APA/AICP strategic plan which calls for better linkage between universities, practicing planners and communities. This program will begin by sending out a questionnaire to Chairs of planning programs inquiring about their outreach programs to communities. The purpose is to find out about successful university programs which involve working with communities. APA will provide staff support for this information gathering, will publish a report on what information is collected regarding university outreach programs and will finance and host a meeting of faculty representatives who will help to further develop the university network program.

APA acknowledged that it is already aware of the Office of University Partnership at HUD. Barbara Becker suggested working on this project through an already existing committee – AICP/ACSP Committee on the Future of Planning Education and Practice instead of starting from scratch.

President Rosenbloom along with other members of the Executive Committee requested copies of the APA/AICP strategic plan, especially a copy of the 12 points which discuss enhancing cooperation between educators and practitioners. Jeff Soule agreed to provide everyone with copies of the relevant sections of the strategic plan.

Eric Kelly, President of APA then came in and further commented on the University Network program. He stated that the purpose here is to develop education program modules which will be transferable and shared with universities across the country. As part of this pilot program it is hoped that the questionnaire will help to identify 6 to 8
schools who are willing to produce a workshop by the end of 1999 which will show how their outreach program to communities’ works.

President Rosenbloom requested that the Joint ACSP/AICP Committee on the Future of Planning Education and Practice oversee this work on the University Network project. President Rosenbloom further requested that she be able to appoint at least one member to the Committee who would act as the official ACSP designee and therefore would be responsible for communicating with the ACSP Executive Committee. President Rosenbloom also asked both Jeff Soule and Roshi Pelaseyed to keep her informed regarding the response to the questionnaire and the progress with the University Network project.

APA has established a Conference Task force which has been meeting since August 1997. One of the preliminary recommendations that has been proposed by the task force involves the establishment of an educators track to be held on the Saturday in conjunction with the 1999 Seattle conference. This recommendation contains two problems (1) it fails to integrate academics into the conference and (2) it presents scheduling problems since Saturday is the day the ACSP holds its Board meeting.

A resolution was suggested by Genie Birch which was: ACSP believes that any education tracks or tracks oriented toward encouraging academics to participate at the APA conference should be integrated into the conference and be refereed by a ACSP committee.

Before the resolution could be seconded, Lew Hopkins stated that he considered this resolution to be a dangerous symbolic action. He stated that an ACSP policy statement that specified how another organizations’ conference should be run, especially a statement which in his words would “reincorporate an ACSP conference within the APA conference” was a big mistake. He suggested that we remember ACSP’s history. Since the motion was not seconded, President Rosenbloom suggested a new motion that would send the issue to the Joint APA/ACSP Committee on the Future of Planning Education and Practice. The Committee could examine the issue and make a recommendation to the Executive Committee in November.

However, Eric Kelly pointed out that this would take too long and prevent something to be done in time to take place at the 1999 Seattle conference. He proposed approval of 3 sessions for the 1999 conference as a pilot project.

President Rosenbloom agreed that APA should be permitted to try the 3 sessions if it wished to. However, the larger issue of the ACSP cooperating and refereeing sessions at the APA conference would be referred to the Joint ACSP/AICP Committee on the Future of Planning Education and Practice. The Committee is encouraged to hold a hearing on this issue for public discussion in November and the make a recommendation to the ACSP Executive Committee at that time.
**Bursar’s Report - Rolf Engler**

Rolf Engler reviewed the financial activity report. Comparing the 1997-98 actual revenues with the proposed budget revenues we see that total revenues this year are up (from the proposed of $101,811 to $133,582). This increase in revenues is largely due to the funds we received from the Fannie Mae Foundation.

Comparing the 1997-98 actual expenditures with the proposed budget expenditures we see that total expenditures are also up (from $104,930 to $132,814). This increase in expenditures is largely due to additional conference costs for the conference coordinator, increased travel expenses for the executive committee and the costs associated with publication of the 11th edition of the Graduate Guide.

Therefore, given our revenues verses our expenses for this year we are projected to have a surplus of $768.00. The carryover from the budget last year 1996-97 was $127,925. Therefore, the expected carryover from this budget year is expected to be $128,693 (which is the carryover from last year $127,925 plus this year’s surplus of $768.00). Based on these figures a proposed budget has been established for 1998-99. This proposed budget estimates total revenues to be $145,635. Total expenses are estimated to be $162,600. If this proposed 1998-99 budget is realized then our expenses will exceed our revenues next year by $16,965.00. If this occurs then our carryover will drop from $128,693.00 to $111,728.00 by the end of fiscal year 1998-99. According to ACSP policies we must retain a reserve amount of $59,700.00. Therefore at the end of next year we will have an un-committed surplus of $52,000.00.

President Rosenbloom noted a change in the budget process. Now the Executive Committee requires that anyone who has a budget request submit it to the officers approximately one month before the Executive Committee meeting so that the officers can review this request. Budget requests must be accompanied by an annual report which will include a committee mission statement and their work plan for the next year.

**Secretary-Treasurer’s Report - Susan Bradbury**

Susan presented the new budget format that the officers prepared to assist with financial planning. In the future the budget will be placed on a spreadsheet so that we can plug numbers into the spreadsheet and understand budgetary implications of particular requests. This should help us to better forecast scenarios and outcomes. It was recommended that the word advance be used rather than loans.

The budget has been re-formatted in a way to isolate out expenditures and revenues, and to better examine the costs and revenues associated with the different services that ACSP provides, such as JPER, the Guide(s), conferences, recruitment brochure, UPDATE, the website and so on. One of our budgetary objectives is to try and ensure that certain services such as JPER, the Guide(s), the brochure, and UPDATE are self-supporting and therefore are breaking-even financially (expenses = revenues). Also, certain other functions were established in the past to be profit making and we haven’t really
monitored how these operations have performed. This new budget format should help us to better monitor how some of our programs are doing financially and permit us to better plan financially.

President Rosenbloom has appointed a Finance and Investment Committee to review and recommend procedures for financial planning, to recommend long-term investment prospects and review insurance and bonding needs for ACSP. The committee will be chaired by the Treasurer, Susan Bradbury and will include: Rolf Engler, Bursar, Tom Clark and Marie Howland.

President Rosenbloom has established a Service Recognition Task Force. This task force will be chaired by Chuck Connerly and will include: Marcia Marker-Feld, Mike Hibbard, Sandra Kaufman and Donald Miller as members. This task force will identify a number of awards which will be given on an annual basis in recognition to service to ACSP.

**Past-President Report - Genie Birch**
Genie has received over the past year information concerning the innovative work many universities and programs are doing in terms of curriculum, and so on. Genie will continue to monitor and keep a record of those activities and report back to us in November.

International Encyclopedia of Social and Behavioral Sciences, a 30 volume set is currently being produced. For the first time the encyclopedia will include a section on urban studies and planning. We now have an opportunity to help define the field of planning. Genie has been selected as the subsection editor to the encyclopedia.

**Vice President's Report - Bruce Stiftel**
ACSP supports the concept of World Planning Congress to take place in 2001 which would be co-sponsored by the four international organizations (ACSP, AESOP, ). Mike Hibbard was appointed to be our representative to the committee who would help to plan the congress and the committee solicited proposals from cities. Two proposals were received: Sydney and Shanghai. Discussions were held in Fort Lauderdale concerning the proposals and whether or not this congress would be our annual meeting or if it would be in addition to our annual meeting. Concerns focused on costs associated with the congress, the disruption to ACSP meeting schedule, and the completeness of the proposals received. In Ft. Lauderdale we decided to hold off making a decision in order to learn how AESOP was going to handle the situation. However, at this point in time we have not heard officially from AESOP representatives. Despite a lack of additional information we recommend the following:

1. that ACSP clarify its endorsement of the 2001 World Planning Congress. This statement should include the fact that we will encourage our membership to participate in the congress, but that we are not making any financial commitment to the congress and that we will conduct our own annual meeting in the year 2001;
(2) discuss if we have any particular preference for either Sydney or Shanghai and convey that to congress organizers; and
(3) discuss how we view a bilateral conference with AESOP and if we wish to open up discussions regarding future conferences with AESOP.

President Rosenbloom wished to make it clear that although ACSP supports the idea of the World Planning Congress that no financial resources will be forthcoming and that we would like the conference and/or the conference organizers to reimburse us for any travel expenses incurred by our representative, Mike Hibbard.

Mike mentioned that the conference would be organized by a steering committee which would consist of the four organizations, who would be responsible for the conference program and a local host committee who would be in charge or local arrangements. A motion was made by Mike Hibbard and seconded by Genie Birch.

**Motion:** ACSP endorses the concept of a World Planning Congress to take place in the summer of 2001, organized by a steering committee of the four planning organizations of AESOP, ACSP, ANZAPS, and ANPUR, however, the conference must pay for itself and there will be no financial support from ACSP. Motion passed with one abstention.

**Motion:** ACSP supports the Shanghai proposal as the site for the World Planning Congress to be held in 2001. Motion passed without dissent.

Future ACSP conferences are scheduled as follows:
- 1998 Pasadena, CA
- 1999 Chicago, IL
- 2000 Atlanta, GA

A call for interest in hosting the ACSP conference for the year 2002 was sent out and six responses were received. More information has been requested from these six schools and proposals are due September 15, 1998. Bruce will bring any proposals received forward to the Board in November.

The publication of UPDATE has been moved to the University of Wisconsin, Milwaukee with Nancy Frank as Editor. Based on a recommendation from the Technology Committee we have asked Nancy if she would be willing to establish and maintain an ACSP web site. Nancy has agreed to do so and has submitted a budget request to accompany the additional work. This web site will contain information about ACSP, JPER, UPDATE and a pointer to member schools.

Eric Kelly is currently working on a new Recruitment Brochure and draft was circulated. Brochures are sold to recoup printing and shipping costs. Bids for printing are now being forwarded and it is hoped to have the new brochures ready for distribution in the fall.
Mailing lists for ACSP are maintained in three locations, with:
C. Kyser in Tallahassee, Florida maintains the official ACSP mailing list. She pays a monthly fee to maintain the list. She keeps a list of member schools, Department Chairs, full time faculty, the less than full time faculty at member schools, individual members and JPER subscribers. Department Chairs are the primary gatekeeper for this list and provide a list of faculty names when dues are paid annually.
Conference organizers also have a list of names of people who have or are interested in attending our conferences.
A set of email lists are maintained in the ACSP President's office. Allows the President to communicate with Department Chairs and/or faculty members.
Our mailing lists are unfortunately not always up-to-date since we depend on people making changes to the roster voluntarily. This further demonstrates a possible need for a full time staff person who can help us maintain a current member list.

Publication of the Undergraduate and Graduate Guide Books
The Review and Appraisal Committee has recommended that these two Guides be combined in the future, since there was difficulty getting enough schools into the undergraduate guide to make it financially feasible. It is proposed that the Guide serve two purposes: (1) inform potential students about member programs and (2) provide institutional information. This would allow us to combine to functions: institutional data collection and publication of the Guide. As a result, Bruce will issue a call for statements of interest (in the next 60 days) to publish the next Guide and collect and make available data on our institutions. It is hoped that the next Guide could be published within the next year or so. It was further recommended that a version of the Guide should be available on the web. Need to carefully consider which schools and programs can be and can’t be included in the new Guide and what criteria are used to determine that list.

JPER Progress Report - Mickey Lauria and Robert Washington
Mickey Lauria requested a $9000.00 increase to the JPER budget for next year. The number of manuscripts that JPER receives is up by about 50% and this requires more staff time, and the size of the journal expanded by 20% last year and, as a result, costs have increased. To offset this budget request, Mickey and Robert suggest a two pronged strategy of (1) subscription marketing and (2) subscription dues increase. JPER editors support the idea of placing JPER on-line and would support Nancy Frank doing this.
A motion was made by Bruce Stiftel and seconded by Chuck Connerly.

Motion: The Executive Committee recognizes Robert Washington and Mickey Lauria at the conclusion of their second year of editorship as having substantially increasing the number of submissions to JPER, having enhanced the design of the journal and having improved the quality of its contents. The motion passed without dissent.
Standing Committee Reports
Academy and the Profession
The purpose of this committee is to provide assistance to endangered schools. This committee also organized the Chairs Conference in 1997. The current Chair of this committee is Wim Wiewel.

Conference Committee - David Amborski
Final report on the Fort Lauderdale conference. It appears as though we broke even on that conference.

We have contracted with Florida State University, Center for Professional Development, as our conference organizers for this year’s conference. This was decided based on an RFP bidding process. The contact person at FSU is Pat Gleason. The conference committee is requesting money to hire an assistant who can help oversee and help coordinate the conference and the conference coordinators.

Hemalata Dandekar at the University of Michigan has replaced Marsha Ritzdorf as the Track Chair for Planning Education and Pedagogy. Need to rotate track chairs and will be replacing approximately one-third of the track chairs this year.

Changes to this year’s conference include holding a luncheon and a dinner rather than two luncheons. The awards will be held at the dinner and it will be combined with a reception. The FWIG luncheon will be held on the Saturday, so not to conflict with the mobile workshops.

Request was made by Gary Hack to conference organizers to try and have facilities for the PAB so that they can meet on-site with the conference. When the PAB meets off-site it causes difficulty not only for PAB but for member schools. However, now starting with the 1999 conference hotel contacts are being negotiated by the national conference committee, whereas prior to this time they were negotiated by the local host committee. As a result, the concern that the PAB have concerning locations, will be considered in the future.

Diversity Committee - Daphne Spain, Chair
New members have been added to this conference: Lewis Hopkins, Tom Sanchez, Weiping Wu, and Alma Young.
June Manning Thomas prepared a document on Race, Racism and Race Relations which was sent to the American Sociological Association at the request of the White House. A copy of this document is located in the notebooks.

Motion: The Executive Committee would like to thank June Manning Thomas and the Diversity Committee for their work on preparing the document on Race, Racism and Race Relations. The motion was passed without dissent.
Globalization and Comparative Planning Organizational Meeting - Bish Sanyal
An organizational meeting was held April 3 at MIT to discuss the possible formation of an ACSP Interest Group. The two co-chairs were elected and they are Tridib Banerjee, University of Southern California and Ruth Yabes, Arizona State University. There is very strong support for the Global Planning Congress in Shanghai from this group and they would be willing to assist the ACSP in this area. If ACSP really believes in internationalizing planning education, then this interest group requests that at one the conference keynote speakers should be able to address that theme. In addition, this interest group proposes that JPER produce a special issue on the theme of globalization and comparative planning. The interest group will develop a web site which will be located at MIT which will list all of the international activities of the different planning schools. Amy Glasmeier and Bish will be working on developing the web site during the next year.

President Rosenbloom pointed out that there exists a set of standards for ACSP web sites which was developed by Bill Page and the Technology Committee. The paperwork to establish the interest group will be forthcoming.

Nominating Committee - Margot Garcia, Chair
Margot Garcia has been chair of this committee for the past six years. Bill Siembieda has agreed take over as chair and will begin with elections next spring.

Motion: the Executive Committee would like to thank Margot for her stellar performance as Nominating Committee Chair. The motion passed without dissent.

Re-assessing Scholarship Committee - Norm Krumholz, Chair
Based on the report accepted at our last Board meeting in November on Re-assessing Scholarship (the Checkoway Report) President Rosenbloom has appointed a new committee to further investigate an aspect of the report on learning from practice. Members of the committee will include: Barry Checkoway, Amy Helling, Gary Hack, Barbara Rahder, Sandi Rosenbloom and Marcia Marker-Feld.
There will be a President's roundtable to be held at the 1998 conference which will provide a forum to discuss some of these issues.

Strategic Planning and Marketing Committee - Nancey Green-Leigh, Chair
This committee developed under the chairmanship of Dowell Myers six anchor points which would assist planning programs to be better able to market themselves within their universities.
Nancey Green-Leigh will take over as chair to this committee and will be working toward developing a three year action plan.
Task Force on Recognizing Service - Chuck Connerly
This task force was given the charge of recommending a series of different ACSP service awards. Members of this committee include: Marcia Marker-Feld, Mike Hibbard, Sanda Kaufman and Donald Miller. Historically few service awards have been presented. The committee would like to bring forth a proposal for an award, to be named after an ACSP founder and would given in honor of distinguished service to ACSP. Criteria for the award would be exceptional or outstanding service by which the individual’s actions and leadership have a lasting impact on ACSP and its member schools. This is just one possible award and the committee will be discussing other options and methods regarding service recognition and will present recommendations to the Board in the fall. The task force would like to begin work on this outstanding award and is seeking permission from the Board to begin the process of nominations for this award.

Motion: to establish an ACSP distinguished service award to be named later that will be awarded annually at the awards banquet. The Committee will recommend two names for the award to the ACSP President at a later date. The motion passed without dissent.

President Rosenbloom would like all the awards that the ACSP gives to be standardized in terms of what they look like.

Three different levels of awards are being considered by the Committee. These include: outstanding awards, similar to the new award just discussed; exemplary and commendable.

FWIG - Barbara Becker, President
The Faculty Women’s Interest Group as of December 1997 adopted by-laws. As part of the by-laws, FWIG awards two awards: the Margarita McCoy award and another, at this time un-named award. FWIG will this year publish for the tenth time a book for women seeking teaching positions. This year for the first time FWIG held its annual meeting at lunch time in the form of a luncheon. This was a success and therefore this concept of a luncheon meeting will continue.

Student Representatives - Sarah Coffin and Jennifer Dill
Thanks to Rachel Weber for her two years of service to the ACSP Board as student representative. Also we welcome Jennifer Dill from Berkeley as the new student representative. Work is underway to hold another student conference and a student reception at the conference. The students would like to have a list-serve similar to PLANET and would welcome suggestions as to how to run something like that. The student survey is in its final stages. The representatives will be designing another more focused, second phase survey which they will bringing forward to the Board in the fall.
Two new student awards will be given this year. The Barclay Jones and Don Schon. The criteria for these awards is listed in your notebook.

Fannie Mae Foundation best paper award will continue as it has in the past. Fannie Mae Foundation Student Travel Scholarships will also be awarded this year. There will be 10 awards that will cover conference registration and a $250 cash award to help defray travel expenses. A copy of the application forms are contained in your notebooks.

**Technology Committee - Bill Page, Chair**

The Committee examined two issues this past year: (1) the issue of the ACSP home page and (2) established guidelines and standards for how ACSP web pages should look like and operate. The committee has made several recommendations to the Board. The recommendations are as follows:

1. to erase the old information about the schools which is found on the Georgia Tech site and establish hotlinks to member schools on that site. This is a short-term solution.

2. As a long term solution, the committee proposes to have ACSP establish a data base that would contain information similar to what is found in guide book on the web. Each school would have the ability to access their own data base and each school would be responsible for keeping their information up-to-date.

3. Establishment of common standards and guidelines for ACSP web sites. A copy of these guidelines are found in the notebook.

**Motion:** to accept the guidelines of the Technology Committee as official ACSP policy as web site standards. The motion passed without dissent.

**Institutional Governance - Patty Pollak, Chair**

Members of the committee include Linda Dalton, Marcia Marker-Feld, Bish Sanyal, Genie Birch and Michael Teitz. The purpose of this committee is to evaluate the formal governance structure of the ACSP. This committee will report back to the Board in the fall.

**Budget**

**Motion:** to accept, with thanks, the Bursar's report. The motion passed without dissent.

The budget has been put together by the Officers which incorporated some, but not all of the budget requests submitted.
JP ERP Budget Requests

- wish to move from a ½ time Managing Editor to a ¾ time Managing Editor
- added a $1000.00 in operating expenses
- added a $1000.00 in production expenses
- asking for a total of $63,134.00 which is approximately $9,000.00 more than was budgeted to JP ERP this year. This increase could be off-set by the subscription increase.

In the proposed budget ACSP will increase the capitation that Departments pay for faculty who are more than 50% in planning from $30.00 to $40.00. This is shown in the budget under the JP ERP fund, revenue, subscriptions. The officers are proposing that Institutional subscriptions increase from $80.00 to $100.00; Student subscription will increase from $15 to $25, but they now will get UPDATE; the International surcharge is being doubled from $5 to $10; Back Issue Sales will increase from $15 to $20; Individual subscriptions will increase from $40 to $60; Corresponding School base dues and Affiliate School base dues will increase from $50 to $75. These increases reflect increases in our costs to produce these services.

UPDATE
Some minor salary increases have been added to the UPDATE budget and we have added $500 budget to allow the Editor of UPDATE to attend the spring ACSP Board meeting.

UPDATE Website
Nancy Frank has submitted a budget for the UPDATE website of $2,676.00.

Planning Recruitment Brochure
The brochure is sold in lots of 500 and are sold basically at cost plus shipping costs. Recommending a print run of 30,000 which would increase the Transfer from General Fund: Loans from $6,000.00 to $8,500.00. This money will be returned in approximately 1 year to 18 months.

Standing Committee on Free Speech
Budget will pay for an RA. ACSP will fund this committee by 1/3 and APA will fund this committee by 2/3.

Amendments to the Budget:
(1) the transfer to the recruitment brochure has increased from $6,000.00 to $8,500.00 since we increased the size of the production run. Therefore, the estimated Total Outstanding Loans should now read $16,468 and Net Outstanding Loans should now read $8,771.
(2) Another budget amendment was made under Officer Expenses - the addition of a President’s Contingency Fund of $2,000.00. Thus, the proposed expenditure total now becomes $55,835.00
(3) Global Planning Congress travel fund will be placed under Loans to Funds - to a maximum of $2,500.00.
(4) Addition of Distinguished Service Award requires budget addition of $850.00. This increases the proposed expenditure total to $56,685.00.

**Motion:** to accept the budget as amended (described above). Budget passed without dissent.

Support of International Visitors
A committee will be appointed who will develop appropriate language for a formal policy regarding inviting international participants to our conference and how they will be supported. Ralph Gakenheimer has agreed to chair this committee.

Junior Faculty Mentoring
There is a need to mentor all Ph.D. students. President Rosenbloom will appoint a committee to examine how ACSP can mentor junior faculty. Should there be a ACSP resume book? Members of this committee should include the FWIG President and the head of the FWIG mentoring program. Also it was recommended that someone from the Ph.D. Committee also serve on the committee. Perhaps a listserve could be developed which announce job openings.

**Motion:** to adjourn the meeting. The motion passed without dissent.

The meeting was adjourned at 2:45pm.

Respectfully submitted,

Susan Bradbury
Secretary-Treasurer