

Minutes
CCSC Spring 2006 Board Meeting
Houston, TX
March 1, 2006
Susan Dean, President-Elect

Call to Order at 7:08 pm by President Jim Aman

Present: Jim Aman, Susan Dean, Rob Bryant, John Meinke, Bill Myers, John Howland, George Hauser, Larry D'Antonio, Bob Neufeld, Deborah Hwang, Kevin Treu, David Naugler, Ernie Carey, Liz Adams, Ernie Ferguson (NP), Brent Wilson (DBA), Will Mitchell (Conference Coordinator)

Absent: Kris Powers, due to death of her brother-in-law.

1. **President** (Jim Aman)

Nothing further to add to report in Appendix 1, except to note that John Meinke has served on the Bylaws committee "forever."

2. **Past President** (Rob Bryant)

We have candidates for all positions in the upcoming election. Report is Appendix 2.

3. **President-Elect** (Susan Dean)

Announced that results of electronic decisions by the Board since the fall meeting are listed in Appendix 3.

4. **Brief Regional Reports** (full reports are appended to these minutes):

Central Plains (Neufeld) - nothing to add.

Eastern (Adams)

John Meinke questioned publication of student posters in the *Journal*, and this discussion was deferred to the Publications report.

Midwest (Hwang) - nothing to add.

Mid-South (Naugler) - nothing to add.

Northeast (D'Antonio) - nothing to add

Northwest (Hauger) - nothing to add.

Rocky Mountain (Carey) - nothing to add.

John Meinke commented that it is helpful to have the conference committee listed in his report so we can get a head start on the Proceedings.

South Central (Howland)

Had a last-minute change of site for 2007, so budget will be handled via email.

Southeast (Treu)

Kevin Treu invited the Board to hold its Fall 2007 meeting in Myrtle Beach.

Motion: John Meinke moved, John Howland seconded, that the Fall 2007 Board meeting be held in Myrtle Beach, SC, in conjunction with the CCSC:SE Conference. **Motion passed without opposition.**

Jim Aman congratulated Kevin on the conference hosting manual.

5. **National Partners Program** (Ernie Ferguson)

Ernie reported that he will make contact with the Vendors at SIGCSE.

Jim congratulated Ernie on doing a good job with the program.

The program's name is "National Partners" and this should be reflected in budgets and at the conferences.

Liz requested a copy of Ernie's brochure – Jim will post the pdf on his web site.

6. **Publications** (John Meinke)

There was considerable discussion regarding making sure that it is clearly indicated in the *Journal* what level of reviewing/refereeing has taken place. The consensus was that John Meinke should clearly distinguish between refereeing and reviewing, as is done by ACM and others, and that we continue to distinguish clearly among regular papers (the default), "Tutorial Presentation," "Conference Workshop" (these can be "Pre-" or "Post-"), "Panel Presentation," "Student Paper," and "Student Poster Abstract."

It is critical that the regional representatives make the program and papers chairs of the conferences aware of the following guidelines

http://faculty.ed.umuc.edu/~meinkej/ccsc/Paper_Chair_Guidelines.pdf

http://faculty.ed.umuc.edu/~meinkej/ccsc/Manuscript_Guidelines.pdf

http://faculty.ed.umuc.edu/~meinkej/ccsc/Manuscript_Formatting.pdf

and of the copyright form for regular papers

<http://faculty.ed.umuc.edu/~meinkej/ccsc/release.pdf>

as well as the special form for use when a workshop or tutorial has been/is being presented elsewhere

<http://faculty.ed.umuc.edu/~meinkej/ccsc/CopyrightSelfHoldRelease.pdf>

(note that the self-hold form cannot be used if the description of the tutorial/workshop exceeds two pages).

Motion: Rob Bryant moved, David Naugler seconded, a standing motion to buy the software needed to support the editing function. At the suggestion of Bill Myers, this motion was **tabled, to be reconsidered along with the budget.**

Possibility of production of the *Journal* on CD is under investigation, waiting for pricing from vendors.

7. **Membership** (Kris Powers) - in absentia, nothing to add.

The Board expresses condolences to Kris Powers for the death of her brother-in-law. Jim Aman commended Kris and Brent for working together to resolve problems between the Membership and Database functions.

Rob Bryant expressed concern about a plan to pull the election roster from the database on February 1. Kris and Brent will work together to make this as late as possible.

8. **Database Committee** (Brent Wilson reporting; Kris Powers, Chair)
Brent reported that the database is now backed up, via mirroring by a private company. He will be working to redesign the database, with one of his students in the senior capstone project course. Ultimately we want to get to the point where each member is responsible for his/her own data.
Kris Powers had intended to bring information to the meeting regarding buying mailing lists to populate the database to increase membership outreach, but will send this to the Board via email.
9. **Conference Coordinator** (Will Mitchell)
Will reported that he has done nothing with conferences since the last meeting. He has contacted ACM regarding access to the ACM Digital Library for our members. Among the options is the possibility of moving our publications to the public area, where they would be available at no charge.
Motion: John Howland moved, Liz Adams seconded, a motion to make our publications freely available in the ACM digital archives, assuming this can be done at no cost to us. **Motion passed without opposition.**
Rob Bryant asked that the Conference Coordinator be responsible for formally contacting each new conference chair, and make sure they know to use the conference hosting manual.
Jim Aman observed that the regional representatives also need to be proactive about contacting the conference chairs.
Bob Neufeld asked that there be a notice on the CCSC web site indicating where to look for our publications in the ACM digital archives, as – depending on date of publication – some are under Conferences and some are under Journals. John Meinke agreed to work on this.
10. **Standing Rules** (Rob Bryant)
Rob reminded the Board the the proposed Standing Rules have been available online for review. The ballot to the Membership will request approval of the Bylaws revision, with a statement saying that the Board recommends their approval.
Jim remarked that it is very important to encourage voting on this, as 10% of the membership must approve the proposed revisions in order for them to take effect.
Motion: Rob Bryant moved, George Hauser seconded, that pending Membership approval of the Bylaws revisions dated October 28, 2005, the Standing Rules revisions dated January 18, 2006, will go into effect August 1, 2006. **The motion passed without opposition.**
11. **Treasurer** (Bill Myers)
Major items from Treasurer's report (appendix):
- This is our smallest surplus in 10 years.
 - "Other" income of \$708 includes an \$8 payment from PayPal under a class action suit.

Bill presented a report comparing charges for use of various credit cards. PayPal's prices were best, and PayPal does not require a contract.

Motion: Liz Adams moved that we adopt PayPal, with the \$0 per month options. Seconded by Bob Neufeld. After further discussion, David Naugler offered a friendly amendment to the motion so that we would adopt PayPal and allow the Treasurer to decide the best pricing option. Liz Adams and Bob Neufeld agreed to the friendly amendment. **Amended motion passed without opposition.**

Bill presented a proposed travel reimbursement form, and there was considerable discussion. Further work will be done via email.

Bill presented the proposed budget as recommended by the Budget Committee. Bill recommended adding \$1,000 for Publications Supplies, to be taken from Conference Development. Ernie recommended leaving the projection of 3 National Partners for 2006-2007.

Motion: Liz Adams moved that we accept the amended budget for 2006-7. Seconded by Larry D'Antonio. **Motion passed without opposition.**

12. **UPE** (Liz Adams)

Liz asked that each region email her with specifics of what the UPE money was used for, and requests for additional funding.

13. **Paper Submission and Review System**

Several conferences are using electronic systems for this, so we have several possible models, and should make information about them available to the other conferences.

14. **Moratorium on new regions**

Jim Aman asked if we have met the moratorium-lifting conditions imposed by the Board at the Fall 2005 meeting. Consensus of the resulting discussion was that we have.

Motion: Larry D'Antonio moved, John Howland seconded, that the moratorium on new regions be lifted. **Motion passed without opposition.**

Jim asked that the Publications Chair look at the calendars, and tell Will when the conference should be to fit well with our publications for the other conferences.

15. **Audit Committee Report** (Suzanne Smith)

Suzanne Smith reported that Bill has done another excellent job this year. The committee still has a few tasks to do, needing some data from Kris. The written report will be attached as an appendix, along with revised instructions for the audit. Jim Aman expressed appreciation to the audit committee for their work.

16. **Self-plagiarism Policy**

Larry D'Antonio raised the question of whether we need such a policy, and was charged with developing a draft and circulating it to the Board along with rationale.

17. **Conference Budgets:**

Central Plains

Bill Myers inquired about the projected registration income, and suggested increasing that amount budgeted for office supplies by \$100, to be in line with what CP has spent for that in other years.

John Meinke **moved** adoption of the Central Plains budget for the 2007 conference. Seconded by Liz Adams. **Motion passed without opposition.**

Eastern

Bill asked about the projection of more registration income than in previous years, and Liz responded that she feels comfortable with the projections based on the conference being on Long Island.

John Meinke **moved** adoption of the Eastern budget for the 2007 conference. Seconded by George Hauser. **Motion passed without opposition.**

Northeastern

Bill expressed concern that the budget is so much out of balance. Larry will work with the conference treasurer and others to revise the budget, and then submit it to the Board via email.

18. **Comptroller** (Bill Myers)

Bill will lead an electronic discussion via email regarding the job description of the Comptroller.

19. **Adjournment**

Jim Aman thanked the Board for a good year, and committed to maintain the web site where we've posted items for Board attention.

John Meinke moved, David Naugler seconded, adjournment, and the meeting was adjourned at 11:14 PM.

20. **Tabled motion:** in a brief meeting on Friday, March 3, 2006, immediately prior to the CCSC Annual Membership Meeting, the tabled motion [**Motion:** Rob Bryant moved, David Naugler seconded, a motion to allow up to \$500 in this fiscal year to buy the software needed to support the editing function.] to provide for upgrading of software in support of the publication effort was brought off the table and passed without opposition. (This was needed as all that had been formally passed on Wednesday evening was to put the item into next year's budget.)

CCSC Spring 2006 Board Reports

Appendices to the Minutes of the March 1, 2006, CCSC Board Meeting

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Report of the President

Jim Aman

First, I want to say “Thanks” to all members of the Board for their patience and support during this past year as the Consortium's last “one-year president.” I deeply appreciate the professional manner in which you have all pursued your duties. We've had some very tough issues surface this year. To those of you involved in them, I am very grateful for the collegial spirit in which you worked toward solutions and resolutions.

At the end of the summer, Rob Bryant cycles off the Board and returns to life as a mild-manner CS professor. I have known Rob for many years and have always valued his friendship and wisdom. He has been a great help to me these past two years in the presidential cycle. The Board will be the poorer for losing him. Thank you, Rob, for all your service. Remember that we have national and regional elections quite regularly!

Most of the activity since the fall meeting has been behind the scenes. Other reports will provide greater detail, but they deserve mention here.

There are now four national partners, thanks to the work of Ernie Ferguson. His commitment to developing the National Partner Program is greatly appreciated.

The member database has been a bit of a problem. However, Brent Wilson has been able to work out many of the kinks. He and Kris Powers have worked closely to resolve the discrepancies in numbers and categories.

Our website was compromised several times early in this academic year. Myles McNally worked closely with our ISP to locate and eliminate the points of entry. The site has been unaffected for several months, and we certainly hope it stays that way.

Finally, the proposed bylaws will be discussed at the General Meeting this year. The changes are significant and reflect the growth and maturation of the Consortium. The Bylaws Task Force led by Rob Bryant deserves a great deal of credit for completing this major task begun in 2003. Rob is the only one of the original three members of the task force still on the Board so there has been a transition of membership to overcome, as well.

Thank you for a very productive year!

Report of the CCSC past-president

We have received the following nominations:

SE rep: John Fernandez jfernand@sci.tamucc.edu,
Texas A&M University, Corpus Christi

NW rep: George Hauser Computer Science/Engineering, hauser@plu.edu

SE rep: Bhagyavati (bhagyavati@colstate.edu) -- Columbus State University

MS rep: David Naugler, dnaugler@semo.edu

President-elect: Kevin Treu, Furman Univ, Kevin.Treu@furman.edu
Myles McNally, Alma College, mcnally@alma.edu

Publications Chair: John Meinke, UMUC, meinkej@acm.org

Respectfully submitted,

Rob Bryant
CCSC past president, 2006

Report of the President-elect
Susan Dean

Four motions have been submitted to votes since the Fall 2005 Board meeting:

1. MOTION:
"To accept the 2006 Eastern budget."
Passed 11-0 (3 not voting, 1 vote not received) - reported 11/11/05
2. MOTION:
"To approve the Bylaws revisions"
Passed 11-0 (4 not voting) - reported 12/05/05
3. MOTION:
"To accept the 2006 Southeastern budget"
Passed 13-0 (2 not voting) - reported 12/05/05
4. MOTION:
"To approve the Fall 2005 CCSC Board Meeting Minutes."
Passed 9-0 (6 not voting) - reported 1/3/06129-1.

CCSC:Central Plains Regional Report February 15, 2006

Central Plains Conference 2006

Our twelfth annual conference is scheduled for April 7-8 at Northwest Missouri State University in Maryville. Ernie Ferguson is conference chair with Gary Ury co-chair.

- Twelve papers were accepted from twenty five which were submitted for a 48% acceptance rate. Additionally there are several tutorials, a panel, and two sessions of “nifty course assignments.” Microsoft is sponsoring a pre-conference workshop on “Responding to the Enrollment Crisis - alternative strategies to increasing student interest in Computer Science.”
- The complete program and other conference information may be found at <http://www.ccsc.org/centralplains/>. Mark Guzdial of Georgia Tech University is our keynote speaker on “Teaching Computing for Everyone.” Through special arrangements with Northwest Missouri State, we have Jean Bartik, one of the original ENIAC programmers, as our after-dinner speaker.
- Conference Steering Committee and Regional Board members are also listed at <http://www.ccsc.org/centralplains/>.

Future Conferences

CCSC:CP 2007 is to be at Drury University in Springfield, MO, on April 13 and 14, with Scott Sigman as chair. We’ve accepted an invitation from Judy Mullins to hold the 2008 conference at UMKC and have a tentative proposal for a 2009 conference site.

Other Issues

- As outside financial support for prizes in the web site contest has dried up and with strong interest in the programming contest, the committee has struggled with registration fees for students, entry fees for programming teams, and the impact of these on the budget when the majority of the students come only for the Saturday events.
- Thanks to Ernie Ferguson and Henry Walker, we were able to use a modified SIGCSE electronic paper submission system this year. As noted in E-mail to the board in November, this system should be available to other regions that want to use it. We worked around one glitch at a critical time; I believe this was something that just hadn’t been changed over. Our experience with the system was favorable and we would recommend that other regions consider it.

Respectfully submitted,

Bob Neufeld

Central Plains Regional Representative

Approved CCSC:CP 2007 Conference Budget

	Number	Per Item	
Income			
			\$
Registrations-Full-Early	60	\$135	8,100
Registrations-Full-Late	10	\$160	1,600
Registrations-Student	10	\$45	450
Registration Student Web	15	\$10	150
Registration-Prog. Contest	10	\$30	300
Nation Vendors	5	\$100	500
Extra Proceedings	0	\$10	-
Previous Proceedings	0	\$10	-
Other Income Items			-
UPE Award	1	\$135	135
Corporate Sponsorships	1	\$0	-
			\$
Total			11,235
 Expenses			
Extra/Previous Proceedings	15	\$6	\$ 90
Steering Com. Ex.	1	\$300	300
Phone/Fax		\$0	-
Postage (2 of 700)	1400	\$0.28	392
Office Supplies	1	\$150	150
Brochure Printing	1400	\$0.54	756
Printing 2008 flyer	1	\$100	100
Duplication	1	\$50	50
Speakers Expenses	1	\$700	700
Consortium Head Tax	70	\$41	2,870
Meals			-
Breaks	80	\$8.30	664
Banquet	80	\$11.35	908
Luncheon	80	\$9.55	764
Cont. Breakfast	80	\$6.00	480
Stu Cont. Cont Brkfst	15	\$6.00	90
Stu Sat. Break	15	\$4.15	62
Stu Luncheon	45	\$9.55	430
Student Programs			-
Student Awards	1	\$475	475
Consortium Membership			1,000
			\$
Total			\$ 10,281
Net			\$ 954

Eastern Regional Report Spring 2006

The Twenty-first annual conference of CCSC Eastern was held at Iona College on October 14th and 15th in New Rochelle, New York.

Here are the statistics for the conference:

Total Number of Registrants:	142
Faculty:	89
Students:	47
Vendors(other than national vendors) :	6
Papers submitted:	36
Papers presented:	18
Panels presented:	6
Tutorials presented:	3
Workshops presented:	5
Vendor Sessions:	4 (National vendors were invited to present at these sessions.)
Student posters presented:	10
College programming teams:	13

Here is information about the program:

- There were two pre-conference workshops beginning at 9 am on Friday, October 14. The opening session began at 1 pm, followed by the keynote speech. There were 2 concurrent sessions, each with 3 tracks, on Friday afternoon. Student posters were also presented on Friday afternoon. The reception, banquet, and banquet address were held starting at 5:45 pm. The programming contest was held on Saturday morning, and included both a high school and a college contest. The high school students were not registered for the conference. Three concurrent sessions, each with three tracks, were held on Saturday morning, as well as one workshop. The conference luncheon took place on Saturday from 1:30 pm to 3 pm. Awards for posters, the programming contest, and best papers were announced at that time. Two workshops were held on Saturday afternoon. The Steering Committee held a meeting following the luncheon.
- Keynote speech; "Efficient Reasoning in Large Ontologies" by Aaron Kershenbaum, IBM TJ Watson Research Center
- Banquet Address: "On the Cruelty of Really Teaching Computer Science Redux" by Owen Astrachan, Duke University. The banquet address was sponsored by ACM.
- The student poster prizes consisted of gift certificates, paid for by Upsilon Pi Epsilon. The winners of the contest were Adrienne Decker, Sara Haydanek, and Christopher Egert all from SUNY Buffalo
- The programming contest prizes and refreshments were paid for by Pepsi Bottling Group. 13 teams, representing 10 different schools, competed. The 1st, 2nd and 3rd place teams were, respectively, Moravian College, Bard College and Ramapo College. Prizes were 3 iPod Shuffles (1st place team), 3 1-gig memory sticks (2nd place), and 6 gift certificates (3rd place-a tie)
- Dr. Alexander Eodice, Dean of the School of Arts and Sciences, welcomed participants at the Opening Session and Brother James Liguori, President of Iona College, welcomed participants at the Reception.

Both the approved budget proposal and the post-conference budget are attached. There is a slight cost overrun (\$469), since there were fewer participants than expected, due to a severe storm in the northeast on the days of the conference. The food service provider had been given the expected numbers, and the number could not be reduced on the day itself.

The 22nd Annual Eastern Conference will be held on October 27th and 28th at the University of Mary Washington in Fredericksburg, Virginia. Jennifer A. Polack-Wahl and Karen Anewalt Cockrell are the conference Co-chairs. Papers, Panels Workshop and Tutorial proposals are being solicited and are due on March 24, 2006. Student poster proposals are also due on March 28th if they are to be included in the CCSC journal. However students can submit poster abstracts until October 1st and these will be distributed in a student proceedings at the conference. A programming contest will be held on Saturday, October 28th from 8am to 12noon. Teams need to apply by October 1st. The keynote speaker will be Shari Lawrence Pflieger, PhD, Senior Information Scientist at the RAND Corporation and the title of her talk is "Economics of Cyber Security". Chuck Pflieger will be the dinner speaker. The budget has been approved. The website for the conference is <http://ccsce06.umw.edu>¹. Paper proposals should be sent to Stephen Corbesero of Moravian College (corbesero@cs.moravian.edu). Panel, workshop and tutorial proposals should be sent to: Rance Necaize at Washington & Lee University (necaiser@wlu.edu) or Chuck Leska at Randolph-Macon College (cleska@rmc.edu). Vendors are asked to contact Barry Lawson (blawson@richmond.edu) or Kelly Shaw (kshaw@richmond.edu) both at the University of Richmond by October 1st. Student poster proposals are being handled by Sara More of the University of Mary Washington and should be sent to her at posters-ccsc06@umw.edu. Programming teams should contact Jennifer Polack-Wahl of the University of Mary Washington at contest-ccsc06@umw.edu who has taken over that responsibility from Zvevdan Petkovic.

The Steering Committee and conference committee will meet at the University of Mary Washington in April to determine the program.

The 23rd Annual Eastern Conference will be held at St. Joseph's College in Patchogue, New York. Sister Jane Fritz will be the conference chair. Dates have not yet been selected. The proposed budget is attached.

We are in the process of looking for conference chairs and host institutions for 2008 and 2009.

Respectfully submitted by Elizabeth Adams, Eastern Regional Representative

¹ the Server is currently down - the site can be reached by a Google search using the cache. It will be fixed or corrected by the board meeting.

		CCSCE07 Budget	Approved	
		Number	Per Item	
Income				
				\$
	Registrations-Full-Early	100	\$125	12,500
	Registrations-Full-Late	25	\$150	3,750
	Registrations-Student	15	\$35	525
	Extra Meals			-
	Vendor's Registration	7	\$150	1,050
	Nation Vendors			300
	Other Income Items			
	Industry Sponsorship			1,000
				-
				\$
	Total			19,125
Expenses				
	Steering Com. Ex.			500
	Phone/Fax			-
	Postage			500
	Office Supplies			250
	Brochure Printing			750
	Duplication			
	Speakers Expenses			1,000
	Consortium Head Tax	125	\$41	5,125
	Meals			-
	Breaks	3	\$500	1,500
	Reception&Banquet	125	\$50	6,250
	Continental Breakfast	125	\$5	650
	Luncheon	90	\$10	900
	Student Awards			600
	Consortium Membership			1,000
	Other Expenses			-
	Extra Proceedings			120
				\$
	Total			19,025

CCSC-Midwest Regional Report

February 12, 2006

Midwest Conference 2006

The 2006 Midwest Conference Committee met on October 22, 2006, at Indiana Wesleyan University, Marion, IN. The deadline for paper submissions was set to March 13, 2006. The deadline for panels, tutorials, workshops, and the “nifty” sessions was set to March 31, 2006. The student poster submissions deadline is September 8, 2006. The next conference committee meeting to set the program will be April 22, 2006, at DePauw University, Greencastle, IN.

Steering Committee

The Midwest Region Steering Committee has not met since the last Board meeting. The next steering committee meeting will be on April 22, 2006, at DePauw University.

Respectfully submitted,

Deborah J. Hwang, Midwest Representative

Mid-South Region Report March 1, 2006

2005 Conference

The Third Mid-South Conference was hosted by the University of Mississippi in Oxford, MS on April 1-2, 2005 and was attended by sixty eight professionals, eight students, eighteen programming teams (fifty four students), three paid vendors and two keynote speakers. Thirty eight papers were submitted of which twenty one were selected after a double blind review process where each paper had at least three referees - there were forty two referees from nineteen institutions. There were two pre-conference workshops, one post-conference workshop, four tutorials and two panels.

2006 Conference

The Fourth Mid-South Conference will be hosted by Christian Brothers University in Memphis, TN on March 31-April 1. Forty-five papers were submitted. Twenty one were selected after a double blind review process where each accepted paper had at least three referees - there were thirty three paper referees from twenty three institutions representing twelve states. There will be one pre-conference workshop and one post-conference workshop, seven tutorials and three panels. A Programming Contest for 3-person college teams will be held Friday morning March 31. The Friday evening banquet speaker will be Scott Scruminger from Fedex Corporation.

The conference chair is Dan Brandon. The Conference Committee is listed at the conferences website (www.ccsc-ms.org).

Future Conferences

The Fifth Mid-South on Conference will be held on March 30-31, 2007 at the University of Louisiana at Monroe. Paul Wiedemeier will be the conference chair.

The location of the 2008 conference has not yet been finalized.

Respectfully submitted,
David Naugler
Mid-South Regional Representative

Northeast Report

Report from CCSCNE to the CCSC Board

2006 Conference

The Eleventh Annual CCSCNE conference is to be held April 21-22, 2006 at College of the Holy Cross in Worcester , Massachusetts.

There were 50 papers submitted of which 23 were accepted. This represents an acceptance rate of 46%. In addition the conference features three panels, three tutorials, and two pre-conference workshops. There are also 44 student posters.

There are two invited speakers, Lynn Stein, Olin College and Nancy Leveson, M.I.T..

2007 Conference

The Eleventh Annual CCSCNE conference is to be held April 20-21, 2007 at the Rochester Institute of Technology. Paul Tymann from R.I.T. is the Conference Chair. The proposed budget for this conference is at the end of this report.

Other Items

- Starting in 2007, CCSCNE will use a page limit of six pages for paper submissions.
- Starting in 2007, CCSCNE will no longer include student poster abstracts in the Journal. The poster abstracts will be published in a separate handout for conference attendees. This means that there will be a later deadline for students to submit their abstracts. Also, it means an extra expense for the conference.

Submitted, February 18, 2006
Lawrence D'Antonio
Chair of CCSCNE Board
Ramapo College of New Jersey
Mahwah, NJ 07430
Phone: 201-684-7714

Email: ldant@ramapo.edu

Report of the Northwest Regional Representative George Hauser

Northwestern Conference 2006

The 2006 conference will be held October 6-7, 2006 at Eastern Washington University, Cheney, WA.

Regional Board Meeting

The Eastern Washington University campus was the site of our January Regional Board meeting. At that meeting we discussed scheduling more conferences in the western part of our region due to greater population in that area, using CCSC national's paper format guidelines for authors (with a few requirements added to clarify "standard MS Word template."), the addition of the webmaster as an appointed position on the board (as national just did), and the change to two copyright forms (for long and short submissions) for authors. We also toured the new EWU computer science building.

Our next Regional meeting will be held May 20th at Linfield College in McMinnville, OR. The conference chair has been called home to Ghana due to his father's death and the proposed budget is delayed.

Respectfully submitted,
George Hauser
Northwestern Representative

Report of the Rocky Mountain Regional Representative

Ernest Carey

February 12, 2006

The *Fourteenth Annual* Consortium for Computing Sciences in Colleges sponsored *CCSC Rocky Mountain Conference* in cooperation with The Association for Computing Machinery Special Interest Group in Computer Science Education was held at **Metropolitan State College, Denver** October 21-22, 2005. Attendees indicated in the post-conference evaluation that the conference was a success. The Fall 05 CCSC Board meeting was held at the Rocky Mountain Conference.

The 2006 Rocky Mountain Conference will be held at Fort Lewis College in Durango, Colorado on October 20-21, 2006. The steering committee for the 2006 conference:

Chair: Noel LeJeune
lejeunen@mscd.edu
Metropolitan State College, Denver

Site Chair: Aaron Gordon
gordon_a@fortlewis.edu
Fort Lewis College, CO

Program Chair: Richard Johnson
rick@cs.wnmu.edu
Western New Mexico University, NM

Papers Chair: Terry Scott
tscott@fisher.unco.edu
University of Northern Colorado

Proceedings Chair: Jean Johnson
jeanjohnson@bhsu.edu
Black Hills State University

Publicity Chair: Richard Johnson
rick@cs.wnmu.edu
Western New Mexico University

Representative to the Board: Ernest Carey
careyer@uvsc.edu
Utah Valley State College

Treasurer: Ernest Carey
careyer@uvsc.edu
Utah Valley State College

Web Site Chair: Doug Medin
medin@cs.wnmu.edu
Western New Mexico University

Report of the South Central Regional Representative

John Howland

February 21, 2006

The CCSC:SCC annual conference will be held at Sam Houston State University, Huntsville, Texas on April 21-22, 2006. The conference program features a pre-conference workshop "jGRASP: An Integrated Development Environment with Visualizations for Teaching Java in CS1, CS2, and Beyond" by James H. Cross II, Auburn University.

The technical program consists of 20 reviewed papers (selected from 31 paper submissions; 65% acceptance rate),

3 tutorials, a student paper session of 3 reviewed student papers, a student poster competition, a student programming competition, and a small vendor exhibit.

The SCC Conference Steering Committee has planned the following future conference sites:

2007 Rogers State University - Claremore, OK

2008 Texas A&M University-Corpus Christi - Corpus Christi, TX

2009 Southeastern Louisiana University - Hammond, LA

2010 Midwestern State University - Wichita Falls, TX

2011 St. Edward's University - Austin, TX

However, on February 16, 2006, Rogers State University informed us that because of a new major construction project on the campus, the Rogers State President would not allow any departments to host outside events. This news disrupts our planning efforts in that it left us without a 2007 Conference site or 2007 Conference budget. We have received news that our 2010 site, Midwestern State University, has agreed to exchange with Rogers State University since that location would have a similar geographic relationship to other Spring conferences in adjacent regions. SCC will resolve this problem as soon as possible and submit a conference budget for approval.

Respectfully submitted,

John Howland

CCSC-SOUTHEAST REGIONAL REPORT

Spring 2006

Fall 2005 CCSC:Southeastern Conference

The 19th CCSC Southeastern Conference was hosted by Lenoir-Rhyne College in Hickory, NC on Nov 11-12. There were 118 registrants (26 of whom were students, and 25 of whom were first time attendees). The program included 16 papers, 1 panel, 2 tutorials, 1 session of “lightning talks” and one session of “nifty assignments”. 18 people attended the pre-conference workshop. Student participation was very high, with 25 teams (nearly 100 students) representing 17 schools in the programming contest. 11 students authored papers in the student paper contest. Only 2 teams participated in the web authoring contest, however. Winners in the programming contest were Mercer University (1st), Furman University (2nd), and Bob Jones University (3rd). A student from Augusta State University was the winner in the student paper contest. The winner of the web authoring contest was Lipscomb University.

Fall 2006 CCSC:Southeastern Conference

Lipscomb University, Nashville, TN, will host the 2006 conference on Nov 10-11. Becky Tallon and Jon Fouss are site co-chairs. The rest of the Conference Committee has not yet been determined. The conference web site is:

<http://cs.furman.edu/ccscse/conference.php?year=20th>

The call for participation is available at the site. March 24 is the deadline for paper submissions. (September 15 is the deadline for abstracts for the Student Research Contest.) Student activities will again include a programming contest and student paper competition. The web contest has been suspended. Details of each are available on the web site. The keynote and banquet speakers have yet to be determined.

Fall 2007 CCSC:Southeastern Conference

Coastal Carolina University, Conway, SC (near Myrtle Beach), will host the 2007 conference in November. The site chair will be John Stamey.

Other Regional Issues/Activities

Task Force Initiatives – The regional board is working on some initiatives that are expected to improve the conference and the operations of the region. Specifically:

- Review and assessment of electronic communication/publicity methods
- Strategies to increase paper submissions

Reports on these initiatives are expected at the regional board meeting on March 3, with specific recommendations to be discussed and adopted.

CCSC:SE Conference Hosting Manual – A hard-copy version of a Conference Hosting Manual has been created and was employed successfully for the first time in 2005. It is undergoing revisions for 2006, and an online version is under development. This, together with the existing CCSC:SE Conference Host Proposal form, provides detailed assistance to host sites.

Respectfully submitted,

Kevin Treu

Southeastern Regional Representative

PUBLICATIONS CHAIR REPORT Spring 2006

Spring 2006 Conferences

Within the last few days the proceedings for the Spring conferences were released to the printer. South Central and Central Plains is again a combined issue – total face count including leader material was 292 faces. Mid South had a total face count of 204. Northeastern’s face count was 332.

Conference	Number Papers	Average Size	Panels/tutorials/ ...	Average Size	Student submissions	Average Size
Mid South	21	7.5	13	2.2	3	1.7
South Central	20	7.0	5	1.2	3	6.0
Central Plains	16	6.0	7	1.6	0	n/a
Northeastern	23	10.3	9	2.8	34	1.3

Average paper size is an interesting statistic. Central Plains is a bit low since it includes four “nifty assignments” papers all of which are short. Excluding those the average would probably come up into the 7.0-7.5 range of the South Central and Mid South conferences. Northeastern is high because the manuscript preparation guidelines indicated 12 pages as a length guideline. They will be using the six page limit next year, so that should help out significantly in terms of page counts. If final counts come out at about 7.5 we should be able to combine Mid South with South Central, and then Central Plains with Northeastern next year.

My understanding is that Northeastern will be publishing the student poster session abstracts in a separate document starting in 2007. This significantly reduces the work of the editorial team.

Susan Dean was most helpful in the editing process again this Spring, and actually accomplished the Northeastern proceedings from beginning to end. She had been through various parts of the process in the past, but has now followed through the complete process.

Copyright releases

There is confusion regarding copyright release forms. It also appears that current copyright forms are not necessarily being used. We have had two incidents in the last two conferences where the second form of the standard copyright form was not available which would have excluded papers from the military academies. Papers submitted by authors from the military academies must remain in the public domain. That is the purpose of the second option on the standard copyright form which

is available at faculty.ed.umuc.edu/~meinkej/ccsc/release.pdf.

We have run into several situations whereby workshop/tutorial presenters did not want to sign over the copyright form. Working with ACM we adapted their form for workshops and tutorials and now have a separate form whereby the author retains the rights. This is particularly appropriate for submissions that are abstracts only or workshop agendas. However, we don't want this generally available since it applies only for submissions that are up to two pages and are the type of work that could be presented at another conference. Thus, it is important that the local program committee work directly with me ahead of time so that the submitters receive the appropriate form.

An interesting development regarding copyright releases is that we are in the process of scanning them and saving them to CD/DVD. It is proving to be a monumental job since we are currently working back through 1994. The amount of file drawer space that it is relieving, though, is significant.

Manuscript submissions

Authors have generally been excellent with following the manuscript preparation guidelines. We have had some exceptions, though. We have had several manuscripts submitted only in pdf format. While sometimes we can pull through Adobe and translate into rtf format, this is not always the case. We are currently using Adobe Acrobat 5.0. It appears that it would be helpful if we upgraded to the most recent version of Adobe Acrobat which is version 7.0. (Similarly, it appears that it is time to upgrade from WordPerfect 11 to version 12. We have experimented with a German version of WordPerfect 12 and it does interface better with Word documents. The problem is that as new releases of software come out the submitters use those newer versions and we end up with problems bringing it into our older software. Usually we can come up with a work-around, but with the number of manuscripts that we're dealing with those work-arounds take significantly more time. (We had several papers this Spring that involved four hours plus to bring into final form.)

A new development this Spring was that since papers were reviewed blind we received final manuscripts with no author contact information. In all such cases we were able to work backwards from the program and contact the individual authors for the contact information. It appears that authors need to be reminded that the final copy needs that author information, although the manuscript preparation guidelines specifically indicate what to do for that block of information.

ISSN

We are in the process of applying for an ISSN, International Standard Serial Number.

Journal on CD

We have found three sources that apparently accomplish the burning of CD's which would allow us to send the *Journal* out on a CD, say twice a year. We have yet to receive responses from our inquiries. One source purports to be able to accomplish the burning for quantities of 30,000 for \$1.03 including mailing – we would supply the “master” CD, artwork for the cover, and our mailing list, and the cost would go down for the actual mailing with our non-profit status. I would expect that the price would go up based on the fact that we would require much less than 30,000! I did ask our printer to give us an estimate based on various sizes and print runs. If we go to the *Journal* on

a CD we really will still have to print the hard copies for the conferences themselves. These figures are only estimates.

Copies	Pages	Cost	Per face cost
800	350	\$4252	\$0.015
150	350	\$3476	\$0.066
150	150	\$1577	\$0.070

Extrapolating from the top two rows, the actual print cost for 350 pages comes to about \$1.20 – which means the setup cost is approximately \$9.40 per page. This holds ball park on the third row as well. The final column is quite interesting – it doesn't show that much difference in the per face cost between 150 and 350 faces. However, when one considers that the second row has 350 * 150 faces – that fraction of a cent adds up significantly. The last row with 150 * 150 faces is a total face count of 22500 – that fraction of a cent adds up significantly – to the tune of \$900. This translates to splitting a combined issue into two single issues essentially adds \$900 to the bill for each of the two issues, or an increase in our printing costs of roughly \$1800.

Respectfully submitted,
John Meinke, Publications Chair

CCSC Membership Report Spring 2006 *Draft*

1) Numbers

The conference attendance numbers, as maintained in the membership database, held relatively stable in the previous fiscal year.

Region	Registrations (database 2/15/06)			Memberships (database 2/15/06) <i>Note: excludes 3 libraries</i>
	2003-2004	2004-2005	2005-2006	
CP	41	62	*	63
ES	95	83	91	81
MS	*	68	*	45
MW	62	71	59	61
NE	124	120	*	109
NW	65	80	84	86
RM	36	48	61	45
SC	67	44	*	62
SE	132	77	92	106
Total	622	653	388	658

Membership is holding steady, in the mid-600's for the last 3 years. Detailed historical data will be reported at the board meeting.

2) Distributed registration

Audits are underway to consistency check the database data against regional report data. The results of this audit will be reported at the board meeting.

Some conferences are still not consistently marking participants as paid in the database:

Region	2005 conference # registrations NOT marked as paid
CP	5
MW	14
NW	2
RM	17
Total	38

Local procedures have been updated for the upcoming year. A copy is attached and has been forwarded to our webmaster for posting.

3) Membership year

Changes due to the new membership year definition continue to arise. The following standing rules are proposed.

- For the purposes of tracking the growth of the consortium, membership numbers will be reported at 6 month intervals: 8/1 and 2/1
- The membership roster used for election purposes shall consist of the current members

on 2/1 of each year.

4) Renewal Notices

Renewal notices are once more being distributed.

5) Registration and membership forms

Forms have been updated per fall meeting action items. Copies are attached and have been forwarded to our webmaster for posting.

6) Database Issues

- Generation of membership reports remains a challenge, with the aid of the database administrator is still required.
- The “end around” access in place for regions to generate mailing lists remains a problem; issues include data security and adherence to member selections for mailings.
- The access password needs to be changed on a routine basis.

Respectfully submitted,

Kris Powers

CCSC National Membership Secretary

CCSC Database Committee Report
Spring 2006
Draft

Database committee met on Friday, October 21st following the regular board meeting at CCSC:RM. The committee is comprised of:

Kris Powers – Membership secretary (committee chair)
Brent Wilson – DBA
Bill Myers – Treasurer
Laurie Werner – Local registrar representative
David Naugler – Regional representative

Issues addressed:

1) Reliability and support; relative feasibility/desirability of professionally maintained system

Discussion:

Brent Wilson reported that an offsite mirror location was available to us gratis through his consulting work. It was decided that if this resource could be put in play in the near term, then it would be tried as a backup system.

Action item:

Brent was to investigate how soon such a back up could be made available.

Current status:

Brent has subsequently reported that the mirror is now installed and access information will be made available to the Membership Secretary and the President for use in critical situations.

2) Online registration/payments

Discussion:

The availability of online registration and payments is seen by regions as a very desirable option.

Action Items:

Brent to recommend necessary system changes to ensure data protection.
Bill to report on possibility of making credit card payments a reality.

Current Status:

Brent has reported that student collaborative work is underway to update system functionality and interface to support online registration in the spring of 2007

3) Fiscal record keeping

Discussion:

Currently the system relies on regional registrars to enter payments. Payment data is not robust enough to handle all bookkeeping needs (e.g., multiple checks from one participant, breakdown of payments by type – registration fee, meal, etc). With the move to online system, payments will be largely handled by Membership Secretary and so the issue is minimized.

4) Prioritization of outstanding functionality needs and timeline for deliverables.

Discussion:

The following items were identified as high priority functionality needs.

- Renewal notices
- Mailing list generation and access
- Student registration types (e.g., programming team, presenter, etc)
- Not mailing duplicate copies of Journal to conference attendees
- Membership and conference registration reports

Action Items:

- Brent to implement as soon as possible.
- Kris to investigate the costs of purchasing mailing lists for computing department.

Current Status:

- Queries have been written for Kris to generate renewal notices.
- Brent has reported that student collaborative work is underway to update system functionality.
- Kris has contacted three different companies and will bring price quotes to the spring board meeting.

Respectfully submitted,
Kris Powers
CCSC Database Committee Chair

National Partners Report

National Partners Report

From: Ernie Ferguson

We have added another partner since the fall board meeting. O'Reilly Media, Inc joins IBM, Microsoft, and National Computational Science Institute as National Partners. National Partners and conference vendor chairs were surveyed after the fall conferences. There didn't appear to be any major problems. Vendor chairs and conference chairs were given information concerning how to contact our national partners. National partners were given contact information for each of our spring conferences.

Brochures explaining the CCSC National Partner Program have been printed. I will visit with each of the vendors at the SIGCSE conference and encourage them to become a National Partner.

Ernie

Dr. Ernest Ferguson
Associate Professor CS/IS
Northwest Missouri State University
(660) 562-1551

1. **Take each bank statement provided by the treasurer and match the July 31st amount with the amount stated on the treasurer's report. All accounts checked but no documentation was found for the Pen Pal account.**
2. Randomly select a month in one of the accounts and match the checks entered in the treasurer's record with the list of checks shown in the matching bank statement. **We verified May 2005 Bank of America checking account.**
3. Randomly select a month in one of the accounts and match the deposits listed by the treasurer to those listed on the bank statement. **We verified June 2005 Wachovia checking account.**
4. Pick a random disbursement for each month and verify the documentation supporting this reimbursement (match check written to check request or bill statement; check requests and bill statements are organized by region). **One disbursement from each month was verified.**
5. Determine whether deposits reported by, or through in case of locally deposited funds, the treasurer as being CCSC dues match the list of new memberships and membership renewals as reported by the Membership Secretary for the appropriate time periods. **The registrar's report was unavailable at this time and therefore we were not able to verify this task. However, this task would be easier if the regions would follow the reporting format already established. .**

Effective next year the committee will reword this task to be random selection of registration instead of all deposits.

6. Verify that all the appropriate amounts have been reported on the tax forms. **We are convinced that the amounts are accurate (but note: we are not IRS auditors!).**
7. Verify that all appropriate forms have been filed when due. **The forms were signed on February 14, 2006.**
8. Verify that the Treasurer's records accurately reflect deposits of money paid by the National Vendors. **There were no national vendors during this time period..**

Tasks 9-12 were not verifiable without the registrar's reports.

13. **Final Report on 2004-2005. A final report will be sent to the Board.**

2004-2005 Audit Committee
Suzanne Smith, Chair
Judy Mullins
Carol Spradling

CCSC Audit Instructions

Modified at March 2006 meeting

Goal of the annual audit: to verify that financial matters of the Consortium have been correctly performed throughout the fiscal year. An audit should: (1) independently verify the reports of the treasurer and membership secretary; (2) follow the money and test how it is treated at different steps; (3) document that funds of the CCSC have been used as designated, thereby increasing trust and confidence in the financial system of the CCSC. (Paraphrased from the United Methodists' Guide, which further says that an audit is "the best way.... to protect those persons it elects to offices of financial responsibility from unwarranted charges of carelessness or improper handling of funds. It is not a symbol of distrust...").

Responsibility of the CCSC board: The board may accept the audit committee's report, or ask for additional work in specific areas. The board is to vote on each recommendation of the audit committee. The board may also, as new business, vote on additional items which may arise from consideration of the audit report.

Responsibilities of the audit committee: To track handling of all financial transactions regarding consortium monies; To check documentation of approval of expenditures (via budget, extra board action, etc.); To recommend improvements in procedures regarding financial matters.

Information to which the committee must have access while performing the audit: CCSC depends on two classes of information resources – financial data, and membership data. Although initially charged with auditing the financial data, the committee has come to realize that this charge is incomplete. To fully assess the financial state of the CCSC, we must also assess the state of the membership data and of the relationships between the financial and membership data.

To that end, we outline the following data and relationships, and identify the sources (at least those of which we are aware – as of April 2002 this is still a developing procedure!) from which we need information in order to be able to fully perform our duties.

- Treasurer's detailed record of deposits and withdrawals for all banking accounts. (*Located in Treasurer's spreadsheet.*)
- Bank and investment account statements for the period being audited and at least three months beyond (since some checks may not have cleared within the FY). (*Located in "the box" in which all hard copy records are filed by the Treasurer.*)
- Supporting documentation for all requests for checks and other forms of reimbursement. (*Located in "the box" maintained by the Treasurer.*)
- Treasurers' reports for the fiscal year being audited for CCSC and for each region.
- Budgets for the fiscal year being audited for CCSC and for each region.
- Conference registration report for each region: need fees and counts for each of the following: Pre/early registrations; Late/On Site registrations; Student registrations; Vendor registrations; Programming team registrations; Web Contest registrations; other registration categories, if any; Extra tickets for banquet, luncheon; Extra proceedings; workshops; any other category for which money is taken in. *Apparently this will only be available from the Membership Secretary, not from the regions.*

- Membership reports for each region for the fiscal year being audited, including both conference attendees and numbers of members (new and renewing) not attending conferences.
- Each region's report(s) (in addition to the Treasurer's itemized listing) of deposits made and/or deposits sent to Membership Secretary to be made. (to track all money through all steps).
- Report of payments and their deposits for back issues of the Journal, and all other non-registration/non-dues income.

Audit Committee Tasks:

1. Take each bank statement and certificate of deposit record provided by the treasurer and match the July 31st amount with the amount stated on the treasurer's report.

For checking accounts, this is calculated by subtracting from the balance in the account at the end of the Fiscal Year (FY) any checks written during the FY which had not yet cleared at the end of the statement period.

For savings accounts, typically the statements are sent at the end of June, so the interest accrued to the account for July must be added in to give a true picture for the FY.

For the certificates of deposit (CD), all interest during the FY must be added. During the year, CD's may have matured and been replaced by other CD's with different numbers. Records of this are found in the CD folder in the box.

2. Randomly select a month in one of the accounts and match the checks entered in the treasurer's record with the list of checks shown in the matching bank statement(s).

Typically some of the checks which clear in a given month may actually have been written in an earlier month. Checks for refunds of conference registrations will not be listed as expenses in the Treasurer's spreadsheet; instead they are listed as () in the income sheet.

3. Randomly select a month in one of the accounts and match the deposits listed by the treasurer to those listed on the bank statement

Some deposits shown in the statement for one month could have been made late in the previous month.

4. Randomly select a disbursement for each month and verify the documentation supporting this reimbursement (match check written to check request or bill statement; check requests and bill statements are organized by region)

Select an expense item from within the spreadsheet, determine whether it is associated with the CCSC or with a specific region (scroll to the right in the spreadsheet and watch the column headings); the hard copy documentation supporting this disbursement will be found in an appropriately labeled folder in "the box."

5. Randomly select a report of conference registration fees and match this amount to the treasurer's report. CCSC dues should match the list of new memberships and

membership renewals as reported by the Membership Secretary for the appropriate time periods.

Ideally, this requires a regional registration report as described in the previous section, as well as a report of memberships not associated with conference attendance. It is crucial to have the numbers of registrants and/or members associated with the amounts charged for the category in which they belong, so that the audit committee can verify that the CCSC is receiving the appropriate amount of income. This requires documentation of actual deposits made on behalf of the CCSC by people other than the Membership Secretary, for example, authors' chairs or program chairs at the regional level.

Verification of randomly selected reports of deposits made by the Membership Secretary and others – verify that these match entries in the Income sheet of the Treasurer's spreadsheet.

6. Verify that all the appropriate amounts have been reported on the tax forms.

These amounts should be obtained by removing "internal" items (for example, charging expenses to the conferences for the proceedings, and having a corresponding income item for the CCSC) from the amounts shown on the Treasurer's Summary report. In the Treasurer's spreadsheet, these items are identified by "Trans" (transfer) in the check number field in the Expenses sheet.

7. Verify that all appropriate forms have been filed when due.

Both the federal Form 990-EZ and Indiana (where the CCSC is incorporated) Form IT-35AR state that the forms are due on the 15th day of the 5th month following the end of the organization's taxable year, which in our case would be December 5.

8. Verify that the Treasurer's records accurately reflect deposits of money paid by the National Vendors.
9. Verify that the numbers of members reported by the regions as having registered to attend the conference are reported accurately in the membership report, and that deposits of fees associated with these registrations are accounted for in the Treasurer's records.
10. Verify correspondence between numbers in the membership report and Treasurer's records of deposits paid by (or on behalf of) new and renewing members who did not attend conferences.
11. For each region, verify that disbursements of funds for conference expenses agree with attendee counts and are within the approved conference budget.
12. Verify that disbursement of funds for non-conference expenses are in accord with the approved budget for the fiscal year being audited, and with any relevant guidelines established in the operating procedures as reflected in the bylaws, standing rules, and minutes of the meetings of the CCSC Board.
13. Present the final report to the CCCS Board.

This report should describe the status of the handling of the CCSC's financial and membership data for the FY as perceived by the Audit Committee. The Audit Committee should include in this report any recommendations for changes in financial and/or record-keeping procedures as performed by the Treasurer, Membership Secretary, and/or regional officials, and should also include any recommendations for improving the audit procedure itself.

Report (possibly a work-in-progress) should be presented verbally to the Board by the chair of the audit committee during the Board's Spring meeting, and the final report on the audit should be submitted electronically to the Board within two weeks of the Spring meeting.

Consortium for Computing Sciences in Colleges
2006 - 2007 Budget

Approved by the Board on March 1, 2006

Income

Membership Dues	\$700
Conference Head Tax	27,675
Reserves from Prior Year	15,000
National Partnerships	6,000
Grants	1,200
Interest	1,800
Proceedings Sold to conferences	900
Back Issues	
Conference Surpluses	9,000
 Total Income	 \$62,275

Expenses

Board Travel	\$20,000
Board Meet. Exp.	1,000
Audit Committee	500
Journal Printing	25,000
Journal Mailing	3,000
Professional Fees	50
Phone/Fax	50
Office Supplies	150
Promotion	250
Other Printing/ Duplicating	150
Postage	300
Vendor Partner Fee to Conferences	2,700
Web Expenses	250
Check/Bank Fees	150
Credit Card Exp.	1,200
Grants to Conferences	1,200
Publication Expenses	1,000
Database Development	2,500
Miscellaneous	150
 Total Expenses	 \$59,600

Reserves for Grants	700
Reserves for Memberships in Spring Conferences Head Tax	11,500

Surplus (\$9,525)