

**Consortium for Computing in Small Colleges**  
**Spring 1999**  
**Board of Directors Meeting**  
**March 24, 1999**

**Members Present:** Susan Dean, Chuck Howerton, John Meinke, Laura Baker, Viera Proulx, Cathy Bareiss, Will Mitchell, Kevin Treu, Peter Isaacson, Rob Bryant

1. **Call to Order - Susan Dean**

The meeting was called to order by the President at 6:00PM

2. **Reading of the minutes - Chuck Howerton**

Cathy Bareiss moved that the minutes be accepted as presented. This was seconded by Curt White. The motion was passed unanimously.

3. **Regional Conference Reports:**

**Central Plains                      Tim DeClue**

CP is looking forward to conference on April 9-10 at Emporia State. They will sponsor a student web page design contest. The results of this will be reported at the Fall 1999 board meeting.

**North Central                      Kurt White**

NC has scheduled their conference for September 24-25 at Franklin College in Franklin Indiana. They are planning to make a profit this year.

**Southeastern                      Kevin Treu**

SE is planning for their 1999 conference in November at Augusta College in Augusta Georgia. They will host a student programming contest concurrent with the conference. The steering committee has prepared Conference Hosting Manual.

**Rocky Mountain                      Peter Isaacson**

RM is planning for their 1999 conference on October 16-17 at Colorado Technical University in Colorado Springs, Colorado. They have already identified sites for 2000 (Orem Utah) and 2001 (Rapid City, South Dakota). RM will host the board meeting this year.

**South Central                      Laura Baker**

SC will have their next conference on April 16-17 at St. Edwards University in Austin Texas. They, too, have identified sites for 2000 (Corpus Christi, Texas) and 2001 (Amarillo, Texas). St. Edwards is also to be the host for the 2000 SIGCSE Conference.

**Northeastern                      Viera Proulx**

The 1999 NE Conference is scheduled for April 23-24 at Providence College in Providence, Rhode Island. They have 20 papers and 6-7 tutorials on the program.

**Northwestern                      Rob Bryant**

NW is looking for papers. The conference is scheduled for October 8-9 at Gonzaga University in Spokane, Washington. Everyone is invited.

4. **Conference Coordinator Report - Will Mitchell**

Will reported that the unaffiliated Eastern Conference is interested in joining the consortium. He was planning on meeting with Jack Beidler while he was in New Orleans. He also reported that he has been exploring the idea of a Southwestern Conference centered in the southern California area as it is the only area of the country not covered by any regional organization. He reported

that there seems to be only minimal interest. The reasons are mostly due to a dearth of small colleges in the area.

5. **Membership Report - Cathy Bareiss**

Cathy reported a loss of membership for the year. She has set a goal to increase membership for this year with a more aggressive email campaign. Cathy wants to make the membership data more accessible as it shows a distribution of members across the country. She is also working on improving membership service to the members and the regional conferences.

6. **Publications Report - John Meinke**

John has decided to combine the Southeastern proceedings with those of the new Northwestern conference scheduled for this fall. He also requests that those submitting Word documents with graphics submit the graphics separately in ".tif" form.

7. **Web Page Report - Kevin Treu**

Kevin reported that the web pages were up and functional but that they needed to be continually updated and cleaned up.

8. **Treasurers Report - Bill Myers**

Bill reported that the total assets of the Consortium are \$54,491.52. Bill also recommended that the travel policy be amended to include extra day(s) lodging when airfare savings would be realized.

9. **Income Tax Issues - Bill Myers**

Bill reported that the Consortium was assessed a fine of \$2777 as the result of a late filing due to problems with the State of Indiana.

10. **Finance Committee Report - Bill Myers**

Refer to the handout provided by Bill. Several items were discussed relative to specific interests such as the NECC support and the creation of new brochures.

Gail Miles reported that the reason we support NECC at \$1,000 in this way is in an effort to make an impact on K-12 education.

Cathy Bareiss moved that we increase the budget for brochure printing from the present amount of \$100 to \$500. The motion was seconded by Viera Proulx and passed unanimously.

The proposed budget for the fiscal year was presented to the board and was passed unanimously.

The proposed amendment to the travel policy to cover up to 3 days lodging at the fall conference in order to reduce air fares was passed unanimously.

11. **Conference Budgets - Will Mitchell**

Will reported that budgets have been submitted by most of the conferences but that more regular reporting was needed. The reason for requiring budgets was to insure that conferences would show a small profit and not lose money.

Viera Proulx suggested that an Excel spreadsheet or web form be made available for budget preparation. All conferences are to resubmit budgets using the new templates. This was agreed to by Bill Myers without a vote.

Will Mitchell noted that past proceedings of any conference can be purchased for \$10 (as opposed to the \$5 that some conferences were charging). This is the price that all conferences should charge for extra copies and back issues, in the future.

Individual Conference Budgets:  
SE: Requires minor adjustments  
SC: Revise proceedings costs to get new total of \$770.93.  
MW: Revised costs for proceedings, results in income of \$635.  
NE: Discussion of vendor fees to determine method of charging vendors.  
CP: Revised to new form may show a loss.

Cathy Bareiss moved that the revised budgets be accepted; seconded by Peter Isaacson. The motion passed unanimously.

12. **Audit Procedures - Susan Dean**

Susan presented some potential guidelines adapted from two different church audit procedures. There followed a discussion of when to do an audit and who should do it and how often.

It was recommended that once every seven years each regional steering committee will appoint a three member audit committee. The committee will have electronic versions of the records transmitted to the committee members 6 months prior to the SIGCSE meeting. At 1PM on the day of the National Board meetings, the audit committee will begin meeting for the purpose of completing the audit.

Cathy Bareiss moved "The President will appoint an Audit Procedure Committee to develop audit procedures and report in the Fall 1999 board meeting so that an audit can be accomplished by the next Spring General Meeting." Seconded by Tim DeClue, and passed unanimously.

13. **Bonding of Officers - Chuck Howerton**

Officers can be bonded, but we need a procedure in place.

Viera Proulx moved, "The President-Elect, Treasurer, Membership Secretary, and all regional treasurers and registrars be bonded at \$75,000 for the Treasurer and \$5,000 for the rest." Seconded by John Meinke, and passed unanimously.

The estimated cost for this bonding is about \$250. Funds need to be allocated.

14. **Assessment of Reviewing Procedures - Will Mitchell**

Will presented a draft procedure for reviewing papers that is the actual procedure used by the Northeastern Region. He explained that a standard procedure is needed to guarantee quality of the papers and journal. This was determined to be a general membership issue that needs to be brought before the general meeting for a vote.

15. **Electronic Submission of Papers - Will Mitchell**

Will suggested that there were a number of benefits to using electronic submission of papers. It would simplify registration, and avoid the printing of multiple copies for reviewers. It was decided after some debate that the decision whether to use electronic submission be left up to each individual region for the time being.

16. **Standing Rules "Ingathering" - Paul Myers**

Paul proposed several changes to the standing rules:

Article IV Section 3: amend to read "newsletter" and remove "instruction". Move to amend by Peter Isaacson, seconded by Tim DeClue. After discussion, it was decided to table this and use an email vote and discussion.

Article V Section 2: adopt standard rules for elections, i.e.voting. Move to amend by Bill Myers, seconded by Cathy Bareiss, passed unanimously.

Article VI Section 3: amend to include a seventh region - Northwest. Also add a standing rule 6

for a policy for adding new regional representatives.

Article VII: Wording changes as per suggestions by Paul Myers.

Ultimately, it was decided to table all of these suggestions subject to an email discussion and eventually a vote to adopt the required changes.

17. **Membership Cards - Cathy Bareiss**

Cathy presented a sample of the proposed membership card. She requested authorization to create and use the new membership card. John Meinke moved to adopt the proposed membership card, seconded by Gail Miles, and passed unanimously.

18. **Ways to Increase Income and Participation**

it was suggested that we hand out back issues to SIGCSE members to encourage their participation, and that the new brochure be printed and distributed as widely as possible.

19. **Nominating Committee Report - Paul Myers**

Paul presented the slate of candidates:

President_Elect	Kurt White
Treasurer	Bill Myers
Midwest Rep	James Amon
Central Plains Rep	to be provided by April 15 <sup>th</sup>

20. **Agenda for CCSC General Meeting in 2000 - Susan Dean**

Susan proposed that we have the 2000 CCSC General Meeting in conjunction with the annual SIGCSE Meeting in Austin, Texas. Moved by Cathy Bareiss, seconded by Viera, passed unanimously.

21. **Other Old Business**

No other old business of consequence was discussed.

22. **New Business**

No new business of consequence was discussed.

23. **Adjourn**