

Minutes: FERA Board Meeting

November 21, 2014, 2:00 p.m.

In attendance: Betsy Becker, Peggy Jones, Heather Wright, Kathleen Dailey, Salih Binici, Ahmet ?, Haiyan Bai, Donna Buckner, Albert Ritzhaupt, Ted

Call to Order:

Review FERA conference, hotel, location, etc.

Many thanks to Haiyan? Bai for organizing and coordinating this very large event. Suggestions for improvement?

Programs: Insufficient number of programs – people may be picking up extra programs. Last year, we had extra programs, but in prior years, we also ran out of programs. Suggestion to use prior year's registration data in advance to estimate how many programs we need. Suggestion to place programs under the table so people don't pick up extras. Peggy Jones suggested having an abbreviated version of the day's schedule posted on the wall for people to use. We could have a poster-sized schedule posted each day.

Updating attendee information in the computer – suggestion to collect updated information in advance instead of waiting for that day.

Suggestion to have registration broken out by alphabet (i.e. A-K, L-Z, etc.). Biggest wave of check-ins and registration is the first 2 days, in the morning. This year, they were split into 2 groups: one person took care of the money and updating data, then passed to the next person to get program and badge.

Volunteers: One graduate student was posted in each room. Suggests having later deadline to increase the number of student volunteers. Can't predict number of graduate students needed until we see the programs. No more than 5 rooms per time slot. Suggestion to use the first presenter as the chair – the first presenter could take care of the flash drive, and they would get credit for chairing a conference session. Some graduate students did a great job facilitating the sessions. We have had a chair in prior years (sometimes graduate student, sometimes presenter). This may be a good way to get the graduate students to attend; if their names are in the program as chairs, they are more likely to show up. Suggestion to cover registration fee for some student volunteers. Question of equity – they may need to cover more than one session to get the registration fee covered. Dr. Becker felt it was difficult to get student volunteers this year, and was afraid it would be difficult to find student volunteers if we made more specific tasks. Kathleen Dailey feels graduate volunteers should get registration fees waived, but session chairs should get a name in the program (not fee registration fees). It may be difficult to coordinate the printing of session chairs in program. Timing cards were nice addition. Might be a good idea to recruit students as program chairs informally; they could receive a certificate after the fact. Recruiting e-mail could mention program chair as a special role; volunteers could let us know if they are interested.

Facility said that they could lock the doors so that technology could be left there; screens were left out overnight, but the computers/projectors were locked up.

We need to ask students or speakers to come in 30 minutes early for on-site registration.

We could give registrants the paper tag and have them pick up their plastic holder & lanyard from a bin. We could put the plastic holder & lanyard in bag. We could print some with just the FERA logo, and write in their names instead of having to track them down and deliver the printed nametags later.

The laptops didn't have admin rights, so weren't able to install the printer drivers. Laptop on registration desk needs to have administrator privileges. Suggestion to have the local arrangements coordinator, the treasurer, and the president elect on-site to set up the night before. FERA would pay for their travel. Check all computers, the projector, and the printer the night before.

Suggestion to put out charging stations next time.

Holding the poster session in the coffee break area increased traffic. Inconsistent across breaks – the morning session didn't seem to generate as many people as the later sessions did. Suggestion to have 2 poster sessions only, not 3 (have an optional early-morning break/poster session, then the 10 a.m. and the 2 p.m. poster sessions would be official). In prior years, the poster session was put in a room off to the side, and got very little traffic.

Suggestion to have students assigned to rate the student papers. Faculty members might be more objective and not biased based on institution. Difficult to fit student posters; they aren't fitting size guidelines (students bring oversized posters). Suggestion to purchase larger foam core posters, and just re-use year after year.

One student was upset that the poster would be evaluated; she said that she didn't know that. All students were given notice that the posters would be evaluated. She didn't realize that the poster needed to be there all day. Future communications should be clear that they need to leave the poster there all day in order to be evaluated. There wasn't much space during the poster session.

Hotel: Employees were very helpful and very nice. Plenty of restaurants in the area. The TAC meeting follows FERA in location. We could get one proposal and then show to the others to try to get a better deal. Suggestion to send out 3 locations to FERA members and have them vote. We could ask for suggestions for a specific hotel. We held meeting in Cocoa Beach to try to attract additional university students & faculty members. For districts, location is critical (there may be testing commitments on same dates), and the early release of the program.

Heather will get a quote from Lake Buena Vista Holiday Inn. Peggy will get a quote from a Tampa hotel (Rocky Point Hyatt, Trade Winds). Parking and Internet have to be free. Watch room block. Can we bring own AV? Set call for second week of January. E-mail hotel options to board members before then. January 5-9 for next call.

TAC takes up large room on Wednesday morning. We could have a different room for the pre-conference sessions. Next FERA will be November 18-20, 2015. Also meeting rooms 17-18 for TAC.

Website: Webmaster of UCF College of Education has allocated 10 hours per year to do the site. UCF can no longer do that. Albert will do the interim until he gets it figured out. Suggestion to hire a student to overhaul the website. Suggestion of \$250-500 stipend to do this. Motion to pay up to \$500 stipend to a website redesigner. Seconded. Albert will manage the process and coordinate with Ahmet for student input. Passed.

Peer Review Process:

Finances: Hosting of website and domain name – paid yearly subscription 2 months ago - \$12.95/month. Some places will give a discount on Black Friday. If there is a deal again, Salih Binici will let us know. Suggestion to call web host and tell them we can get a better deal elsewhere (other sites charge \$3.49/month). Albert will look into the cost. Constant Contact hosts our distribution list for \$45/month. It keeps FERA e-mails for going to spam. Motion to continue Constant Contact contract for the next year. Approved unanimously.

We have a \$10,000 CD maturing December 1, and a \$15,000 CD maturing in April. In the past we have let them roll over. Board voted to let the CDs roll over when they mature. We have \$9,000 in savings and \$11,000 in savings. Suggestion to spend some funds on travel scholarships. Along with the suite, we could have a few complimentary rooms that we could provide to faculty or students for their use.

Bonnie Swan will stay on for one more year as Membership Chair.

Roles:

Dr. Becker volunteered FSU to do the proposal review and could also do proposed groupings. Donna will do the final program. Tried to avoid conflicts or scheduling two speakers that would interest the same audience at the same time. Program previously was formatted with borders and is now border-free but has lines that can be grabbed and moved (they move with the text).

Try to put out call for proposals earlier, and then get acceptances out earlier. Could put invited speakers up early for districts to see. Early September would be great, and late September would be acceptable.

Suggestion for VAM, teacher evaluation-related speakers. Jason Gaitanis? University of Wisconsin? EDFI – currently working with Pasco & NEFEC through Michael & Susan Dell Foundation. Possible speaker.

Betsy Becker will send out a Google Survey about conference call in early January – this is target date for hotel decision.