

SECRA Executive Board Meeting

February 23, 2013

Minutes

President Jan Serrano called the meeting to order at 10:00 am

Site Coordinator, Tim Redmer, announced that the Ocean Reef Resort and Chesapeake House have been booked for 2014 conference. Next year's conference will run from February 20-22. He also shared that we have signed contracts with the Ocean Reef Resort through 2016.

Webmaster, Mick Fekula, mentioned that he is working on re-establishing the Conference Review System (CRS) for next year. He will work with the newly installed president and program chair to arrange training.

Upcoming Conferences

- Mick Fekula and Richie Platt will work on updating the conference call on the website. Our goal is to distribute the call in April and October.
- Susan Peters is working on an email distribution list that will include other business conferences.
- Jan Serrano is working on a list of southern business deans.
- Overall goal is to distribute the call earlier this year and to more people in order to increase early submissions.

Program Chair, Richie Platt, asked if there were any follow-up communications with the first time attendees. Susan Peters said that she would send a thank you note to the first time attendees and would include past-president, Lindsey Hamil on the correspondence.

Discussion on Conference Administration

Camera Ready Abstract Instructions

- Need to clarify the camera-ready abstract instructions so that they are formatted properly.
- Past proceedings editor, Chris Cassidy, suggested that the instructions be changed so that the participants submit a blind review copy first. Then, they should be asked to submit a proceedings-ready version AND a camera-ready version with the authors names.
- The instructions will be reviewed for this issue.
- Program Chair Platt suggested that the acceptance letter specifies that a resubmission (including names) needs to be included on the acceptance letter.
- Guidance needs to be specific. "To be included in the conference proceedings, please complete the following steps...."

Multiple Authors with Multiple Cases

Due to the working nature of our conference, it is problematic for one person to present

multiple cases without support from a co-author. Tim Redmer will get guidance on how this is addressed at SCR and will send more information to the Board. President Serrano and Program Chair Platt will work on the wording explaining that if two authors submit two cases, either both authors need to attend or only one paper will be presented.

Student Authors

A question was raised on how to deal with submissions if there was no advisor listed as a co-author. The Board affirmed that if the quality of a case was poor, then it should not be accepted OR it could be referred to the “Cases Under Development” category. Should multiple cases fall into this category, they could be presented at the same roundtable session.

Disguise

Concerns were raised about how we could best protect the organization and writers in situations where there were concerns about appropriate disguising and/or releases. The Board decided that the track chairs should be trained on identifying issues and late papers will not be published in the proceedings but will be distributed for review. It was also mentioned that cases will be published in the proceedings at the discretion of the Proceedings Editor and/or Program Chair

Proceedings

Due to the trend in late submissions, only full cases received by the deadline will be published in the proceedings. Other cases may or may not be included in the proceedings and the following guide was suggested:

Abstract + Paper in January: Inclusion in paper proceedings only

Abstract + Paper by deadline: Inclusion on CD

Abstract + paper + IM by deadline: Award consideration and inclusion on CD

Chris Cassidy suggested that we include a new requirement to provide contact information for a faculty advisor to the student submission track. He also suggested that we add a keywords section to identify where authors think their cases should be categorized. It was also noted that we could request attendees provide interest areas when submitting to help with roundtable assignments. He stated that we need a way to capture co-authors contact information for future events and asked if CRS could be better utilized to capture this data.

Officer Updates

- Blaine Lawlor will serve as Associate Proceedings Editor next year.
- Mick Fekula will become Proceedings Editor for 2014.
- Program Chair, Richie Platt, requested that SECRA emails have the organization listed in the subject line of the message.

Financial Update

Treasurer Lisa Owens-Jackson will only serve one more year. Currently, treasurer is a single signer and we need a back up. She is working to move the account to

Wachovia. Bob McDonald will assume the role following Lisa however he would like a long-term replacement to be found. Jan Serrano and Mick Fekula will explore other candidates for this role.

A discussion explored the option of hiring a CPA to manage the group's financials. President Jan Serrano will continue to review options and determine feasibility of this scenario.

Bi-Laws

Dean of the Fellows, Mick Fekula, said that the SECRA Fellows will work on the bi-laws in the hopes of resolving them within the next month.

Website Updates

A suggestion was made that other case associations be cross-listed on our website. NACRA Representative, Chris Cassidy, will collect links and send to Webmaster, Mick Fekula, for inclusion on our website and he will request reciprocity from the organizations.

SECRA Journal

The board voted and approved using CRS to help track and record submissions for the SECRA Journal. There have been problems with submissions being lost or overlooked in the past and the goal of using CRS is to provide better system to make sure that all submissions are tracked and documented.

Past President Susan Peters noted that she thought her college may be able to assist with the journal preparation and publication should assistance be needed in the future.

With no further business, the meeting adjourned at 11:25 am.

Respectfully Submitted,
Lindsey Hamil
SECRA Past President