

## **Fall Executive Committee Board Meeting**

September 25, 2005  
Nashville, Tennessee

### RESEARCH CENTER ADMINISTRATORS SOCIETY EXECUTIVE COMMITTEE MEETING

September 25, 2005  
Marriott Airport Hotel  
Nashville, TN

The Executive Committee of the Research Center Administrators Society held their fall 2005 meeting in the Marriott Airport Hotel in Nashville, TN on September 25, 2005. Representing their respective states were: Fred Perry, CA; Fred Swanson, CA; Jim Beaty, IN; Lyle Paul, IL; Ray Cartee, UT; Lyle Lomas, KS; Bill Peterson, KY; Merritt Taylor, OK; Walt Hitch, TN; John Hodges, TN; Roland Mote, TN; Dan Chapman, AR; Richard Kluender, AR; Paul Sebesta, TX; Pete Schultz, VA; F.T. Withers, MS; Joe Street, MS; Rob Ellis, TN; Dennis Onks, TN; Blake Brown TN; Bob McNeill, GA; and George Grenade, GA. Officers present were Robert Dunker (IL), President; Randall Rawls (AL), Vice President; Denny Thompson (NC), Executive Treasurer; and Mike Phillips (AR), Secretary.

All attendees introduced themselves,

Robert Dunker called the meeting to order at 1:00 P.M. Dennis Onks and Walt Hitch were called on to welcome the group to Tennessee and plans for tours and meal functions for September 25 through 28 were reviewed (Tour schedule handout).

Minutes from the Executive Committee Meeting in Little Rock, AR were reviewed and approved. Motion for acceptance was made by Ray Cartee and seconded by Butch Withers. Approval of the minutes was by voice vote.

#### **COMMITTEE REPORTS:**

Financial Statement reported by Denny Thompson (RCAS transactions handout):

Bank balance in checking account as of September 23, 2005 was \$2,732.52.

CD of \$3,000 (6 month @ 2.58%)

CD of \$5,000 (13 month @3.85%)

A motion was made by Merritt Taylor and seconded by Ray Cartee to accept the RCAS transactions statement as presented. Membership approval was by voice vote.

Finance Committee report by Lyle Paul (handout)

The finance committee submitted a report detailing that an internal audit had been completed and all funds appeared to be accounted for. The committee made two recommendations for consideration by Executive Business Manager (Denny Thompson) to help reduce the appearance of any improprieties in the future. The recommendations were: 1) A RCAS member of the local arrangements be added to the checking account for the purpose of expenses and the opening of a new account for the given meeting location shall not be done, and 2) The RCAS should purchase two CD's which had already been done and to purchase a safety deposit box for storing CD's.

The committee made no recommendations for action on these items since the Executive Business Manager has the authority to make these changes as he sees fit.

Membership Committee report by Pete Schultz

The committee had nothing to report since the winter meeting in Little Rock.

Proceedings Committee report by Dennis Onks

The committee reported that NC State will continue with the 2006 publication. Considering budget constraints, it seems the ability to absorb the cost of the proceedings is a year-to-year issue.

Awards Committee report by John Hodges

The committee will be soliciting award recipients. It was suggested that Dave Langston be removed from the committee since he had retired. Mike Phillips will send an email to all state reps for soliciting nominations. It was recommended that F.T Withers be added to the committee. John Hodges will work with Mike Phillips in getting the nomination form into the hands of state reps. John encouraged state reps to get nominations submitted.

Meeting Site Selection Committee report by Lyle Paul (handout)

Following the review of a submitted handout by the group, the group discussed options to consider for the 2007 and 2008 summer/fall meetings. A motion was made by Fred Swanson and seconded by F.T. Withers to go to Georgia in 2007. Membership approval was by voice vote. A motion was made by Bill Peterson and seconded by F.T. Withers to go to Utah in the summer of 2008. Membership approval was by voice vote.

Nominations Committee report by Paul Sebesta

The committee reported that they will be soliciting nominations for secretary prior to the winter 2006 meeting in Orlando, FL.

## **NEW BUSINESS**

Discussion of Website – Paul Sebesta

Paul stated that Jim Smith, communications officer for RCAS, has provided oversight for our existing website with the help of Ms. Elizabeth Cook through Mississippi State University. Jim has moved into a faculty position and will no longer be providing the website support. Robert Dunker stated that Jim had been sent a plaque and a “thank you” letter to express our appreciation to him for his work from the Society. Robert Dunker then proposed that the Society consider Paul Sebesta as Communications Officer for the Society. Jim Beaty made the motion that Paul is the Communications Officer and John Hodges seconded the motion. Membership approval was by voice vote.

Paul Sebesta suggested that we have a website committee to make decisions as needed to develop a Society website. Paul also stated that he had a proposal from Virginia for a \$1,389 setup fee and an \$800 annual maintenance fee to create a RCAS website. The total of \$1,389 included the website design (\$700); domain (\$39), U.S. map (\$150), and the list serve (\$500). John Hodges made a motion that we go to the private sector with our website and Ray Cartee seconded the motion. Dennis Onks amended the motion to keep the website committee active and to report at the winter meeting in Orlando in 2006 and to continue seeking out bids from other vendors. The amendment was seconded by George Grenade. Merritt Taylor made the motion to accept the bid from Lydia Ingrassia in Virginia to start the website, pay appropriate charges, and keep the website committee active, and seek other vendors until the February, 2006 winter meeting. Membership approval was by voice vote.

Fred Perry suggested that the money issues associated with the website be handled by the communications officer for a budget. Bill Peterson made the motion that the Communications Officer be given the authority to be the contact person with the website host and for the Executive Business Officer to

carry out the finances as presented. Fred Perry seconded the motion and membership approval was made by voice vote.

John Hodges made a motion that we accept TheRCAS.org as the url for the Society. Merritt Taylor seconded the motion and membership approval was made by voice vote.

#### Report of Tax Exempt Package – Robert Dunker (handout)

Robert Dunker presented a handout associated with the RCAS Statement of Principles and the Tax Exempt Package for RCAS. Ray Cartee made a motion to include the Tax Exempt Package and the RCAS Statement of Principles as part of the RCAS policies and Merritt Taylor seconded the motion. Membership approval was made by voice vote.

#### CAST Membership – Merritt Taylor

Merritt suggested that we look into our membership to solicit a representative to CAST. Currently, RCAS is not a voting member. He posed the question: “Do we as a Society want to pay \$588/year to receive full membership to CAST and become a voting member?” Voting members have a say in research policy. RCAS is currently an associate member (\$200 annually) where we don’t have voting privileges. RCAS hasn’t paid for 2005. Most RCAS members are affiliated with CAST through other professional societies. It was suggested that the item be tabled until the winter, 2006 meeting in Orlando, FL.

#### New Committee Assignments – Robert Dunker

Robert indicated that any interested individuals who might have a desire to serve on a particular committee to contact him.

#### Winter Program Planning – Randall Rawls

Randall informed the group of contacts he had made for the winter meeting and for those interested in making a presentation to contact him. He also indicated he would be contacting folks for finalizing the program to be in Orlando, FL in February, 2006.

With no other business item to be discussed, President Dunker adjourned the meeting at 4:15 P.M.

Recorded by J. Mike Phillips, Secretary  
September 25, 2005