

Research Center Administrators Society



**General Business Meeting
Remington Room, Adam's Mark Hotel
February 5, 2008 Dallas, Texas**

Call to order – by Mike Phillips at 3:20 P.M.

Welcome and local arrangements - Frank Gilstrap.

Frank not present for the business meeting but President Mike Phillips reminded the membership of the hard work of Frank and his administrative assistant Pat Russell in setting up the tour to the Dallas Landfill and the Frito Lay International Corporate Office.

Introductions – President Mike Phillips asked all present to Identify themselves since there were several new members.

Attendance Sign-Up – Merritt Taylor - A sign-up sheet listed those present during the day as:

Eric Wehrenberg (OK), Anne Nyren (ND), Lyle Paul, (IL), Jim Beaty (IN), Paul Nyren (ND), Jeff Chandler (NC), Jeff Anderson (NC), Pete Schultz (VA), Rodney Farris (OK), Robert Havener (OK), Brent Westerman (OK), Chet Venard (OK), Rocky Walker (OK), Patricia Knight (MS), Sonny Viator (LA), Mac McNeill (NC), Frank Gilstrap (TX), George Granade (GA), Jim Vaughan (OK), Blake Brown (TN), Walt Hitch (TN), Rob Ellis (TN), Stan Jones (GA), Donald Hubbell (AR), Josh Massey (OK), Chris Stansberry (OK), Keith Reed (OK), Bob Heineman (OK), Donnie Davis (KY), Bill Holloway (TX), Jaroy Moore (TX), Ken Scaife (OH), Addison Lawrence (TX), William Peterson (KY), Lyle Lomas (KS), Barry Sims (TN), Jim Bannon (AL), Bob McNeill (GA), Randall Rawls (AL), Fred Swanson (CA), Mark Hussey (TX), Ray Cartee (UT), Robert Dunker (IL), Mike Phillips (KY), Merritt Taylor (OK), Denny Thompson (NC)

Approval of minutes - Merritt Taylor:

Minutes from the general business meeting held in January, 2007 at South Padre Island, Texas were submitted as corrected during the executive session. Moved to accept the minutes as corrected by Jim Beatie, Second by Paul Nyren – (Passed).

Treasurer's Report – Denny Thompson:

Moved to accept by Jim Beaty, second by Ray Cartee – (Passed).

Standing Committee Reports:

Executive Business Manager - Denny Thompson:

Merritt Taylor presented a report on the preliminary estimates of the financial status of the Dallas meeting revenues and costs.

Revenues - \$9,140.00
Expenses - \$9,077.51
Refund - \$ 180.00
Net loss - -\$117.51

Finance - Allen Nipper:

Discussion regarding the need for an audit and when the last audit was held.

Membership - Pete Schultz, Paul Nyren:

Paul Nyren requested ideas for increasing the membership. One possible was would be to offer a registration discount for 1st time attendees. He also suggested the secretary write a letter to Administrators and Experiment Station Directors to encourage their people to join RCAS.

Ray Cartee suggested that the association waive the registration fees for retirees to encourage them to attend the meetings. He also noted that he had met with Jimmy Cheeks of Florida who indicated he would help make contacts in Florida.

Brent Westerman suggested that the finance committee determine how much reserve or buffer the association needs for potential disaster payments and that the excess funds be used for recruiting new membership. Membership Committee to look at opportunities for attracting members.

Fred Swanson suggested that the RCAS web-site could be used for that if it was restructured and kept updated.

Proceedings - Dennis Onks:

The proceedings of the last meetings will be completed and placed on the RCAS web-site soon. Bob Dunker will be the proceedings officer. He wants to improve the state directory on the web-site.

Awards - John Hodges:

John was not in attendance but Mike Phillips announced that Paul Sabesta had been selected to receive the RCAS Service Award. Fred Swanson read a letter from Paul accepting the award and thanking the association for the award and expressing his regrets for being unable to attend the meeting.

Meeting Site Selection - Allen Nipper:

Allen was not present but discussion was held regarding future sites. A reference to the South padre minutes determined that the membership had voted to meet with SAAS in 2008 and 2009.

2009 – Atlanta, Georgia (with SAAS) Georgia membership are already making plans for the tour and program. George Granade and Bob McNeill mentioned some potential sites for the tour.

Discussion was held regarding the 2010 meeting and that with no active members in Florida it might be better to plan to meet somewhere else. Fred Swanson had volunteered to plan a tour in California. Moved by Lyle Lomas that the RCAS have the 2010 winter meeting in California. Paul Nyren 2nd. (Passed).

2011 – Corpus Christi (with SAAS) – Ray Cartee has talked to Mark Hussy and Bill Dugas regarding Texas assistance for the Corpus meeting.

2012 – Birmingham, Alabama (with SAAS)

Discussion was held regarding the fact that we had previously planned to go to California in the fall of 2009 and now needed a replacement location. Ken Scaithe was coerced into agreeing to host the summer or fall RCAS meetings in Ohio. Moved by Bob McNeill that the association have the fall 2009 meeting in Wooster, Ohio. 2nd by Bill Peterson (Passed).

Website - Pete Schultz:

It was discussed that all changes to the web-site be sent to Pete Schultz for him to screen and forward to the web master Lydia who no longer is working for Virginia Tech but is working as a private contractor.

Historian – Brent Westerman:

Brent Westerman indicated that he is gradually obtaining complete sets of minutes, documents and proceedings for previous years but there is still a serious issue of obtaining a complete set of documents from the secretary after each meeting. He indicated that there is a void of two years from the early 90's. Discussion was held that there may be some southern university libraries that might have archive documents from previous years.

Nominations – Randall Rawls:

Nominations from the committee for 2008-2009:

President – Ray Cartee
Vice President – Merritt Taylor
Secretary – Jim Beaty
Treasurer – Denny Thompson
Proceedings – Robert Dunker
Communications – Pete Schultz

President Mike Phillips asked for other nominations. Moved by Lyle Lomas that hearing no additional nominations, that the slate of officers as nominated by the nomination committee be accepted by acclamation. 2nd by Paul Nyren (passed).

New business

Fall 2008 (Utah) Meeting local arrangements - Ray Cartee

Discussion was held regarding the date for the Fall 2008 Utah meeting to be planned to not overlap the Federal Excess Property (Surplus) association meeting that is planned to be in Idaho. Ray stated that the FEEP meeting starts on Sunday (July 20). The RCAS meeting will be the following week.

Fall 2008 (Utah) Program planning - Ray Cartee:

Ray Cartee gave a brief description of the planned tour.

Winter 2009 (Atlanta, Georgia) George Granade and Bob McNeill:

Bob McNeill stated some possible tour options.

Passing of the Gavel:

Before the gavel was to be passed Brent Westerman suggested a round of applause for the outgoing officers.

Mike Phillips stated his gratitude for the honor of being elected President of RCAS and that he felt this association was the best of all his previous experiences. Mike Phillips passed the gavel to Ray Cartee. Ray presented Mike with a plaque expressing the RCAS gratitude for his service and mentioned it was for the years serving as secretary, vice president and president as well as serving on various committees.

New Committee Assignments - Ray Cartee:

President Ray Cartee asked for volunteers for committees.

Other New Business:

Hearing no other new business - Moved by Paul Nyren that the meeting be adjourned. 2nd by Lyle Lomas (passed).

Respectfully submitted by Merritt Taylor - Secretary