



Executive Board Meeting Minutes

Location: Zoom - <https://us02web.zoom.us/j/86407146144>

Date: 12-13-2023

Time: 3:00 pm (central time)

Attendance: Molly Struve, Dan Nelson, Sue Wickham, Kathrine Rogers, Sabrina Valentine

- I. Minutes 11-15-2023
 - A. Approved by Dan
 - B. Second by Sue

- II. NOSS Chapter Report submitted.
 - A. Emailed to board at end of November.
 - B. Goals for 2024:
 - Plan a face-to-face IOSS conference for 2024.
 - Update IOSS website, and transition this to be housed under NOSS website.
 - Increase conference attendance to 45+ in 2024.
 - Expand board participation - gain at least two new members list year.
 - Create a minimum of three Reader's Corner publications for our members.
 - Hold a minimum of two open-forum sessions for our members this academic year.

- III. Vote for board positions
 - A. Voting link went out to membership group on 12-13-23
 - B. One person was nominated for each position (President, President-Elect, Treasurer, & Secretary). Write in option also allowed.
 - C. Will review results at January meeting

IV. Financial Updates

- A. Summary of document from Mike (included at end of minutes)
- B. Does not include \$60 charge for program brochures. This will be taken out by the January meeting.
- C. Anonymous donor for IOSS scholarship (\$250) has not yet been in contact with Molly or sent a check, so scholarship may go back down to \$500 – can discuss in January. Donor did state donation would be a year by year decision.

V. NOSS Membership Giveaway

- A. Any new conference/IOSS attendees eligible
- B. Molly suggested that Kathrine Rogers be given this membership. She is a new IOSS member, presented at the conference, and joined the board. Although we have other new members, she has been the most active thus far. Dan and Sue agreed with this.

VI. Website Updates

- A. Transition to being housed under NOSS website.
- B. Molly will ask Annette at NOSS for example webpages so we can begin narrowing down what we want at headings.

VII. Reader's Corner

- A. Past President's Letter – 2023 (Molly)
- B. President Letter – 2024 (Dan)
- C. Conference Recaps:
 - a. Dan (his session)
 - b. Bea (Keynote – Meredith)
 - c. Other? (Keynote – Brenda)
 - d. Scholarship winner summary (Mike?)
 - a. Include picture of student, if possible.
 - e. Outstanding service to students award (Bea or Mike?)
 - a. Include picture, if we have one.

VIII. Other

A. Topic idea for 2024 conference:

a. Artificial Intelligence

IX. Next Meeting

A. Tuesday, January 23rd 3:00 pm

IOSS 2023 Conference Expenses Report

Submitted by Mike Cagley

Monthly interest accrual of approximately \$0.02 not in expected projections included below.

	Debits	Credits	Balance
Opening Balance			\$5707.40
Payments made			
Plaques*	\$111.50		\$5595.90
Chocolates for presenters	\$85.06		\$5510.84
Payments yet outgoing			
Brenda Clark Hamilton -- consolidated expenses	\$1808.96		\$3701.88
Meredith Sides -- consolidated expenses	\$155.51		\$3546.37
Lunch catering -- BBQ	\$589.48		\$2956.89
Breakfast catering -- Cafe Diem	\$196.40		\$2760.49
Incoming credits			
Conference via NOSS check		\$2800.00**	5560.49
Other conference payments (x4)		\$400.00	5960.49
Expected Balance			\$5960.49

*2 plaques @ \$55.75 each

**conservative approximation based on registration and fee paid for processing -- check will not be received until December.

Current expected balance appears better than June estimates. June 2023 estimates were based on conference attendance in fall 2022.

Finally, the only immediate expenses anticipated until student scholarship and insurance: NOSS membership renewal for president, president-elect, secretary, and treasurer. Each @ \$80.00 = \$320.00

Early comparison of debits and expenses per conference only

Conference debits: \$2946.91

Conference credits: \$3200

- Currently \$253.09 in black for conference debit and credit comparison
- Last year at this time, the comparison was \$470.67 in red
- This amounts to 723.76 swing toward the positive

Brief summary of annual anticipated finances based on above numbers

Remaining annual debits are likely to result in approximately \$1270.00 more in expenses (scholarship at \$750, officer memberships in NOSS at \$320, and insurance at \$200) beyond the conference expenses calculated above. After the scholarship donation is deducted from expenses, the annual non-conference expenses adjust to \$1020.00. Once any other conference expenses are accounted for and the actual check from NOSS arrives, the annual expense loss can be adjusted more accurately.