CIES 2015 Board Meeting Minutes  
June 4, 2015 – 9am EST  
Teleconference


Absent: Karen Mundy, Regina Cortina

Welcome and Call to Order at 9:04 am – N’Dri Assie-Lumumba

Additions to / approval of Agenda - N’Dri asked all if they had any items that need to be added/adjusted to the agenda in addition to SIGs adjustments. The SIGS were not added on today’s agenda but will be on the agenda moving forward. The amended agenda will include the SIGS and will be adopted.

Approval of Minutes - Minutes need to be edited to include Chris Frey under Old business – V, b. Also under New Business – D- CIES supporting regional meetings, the sentence needs to be completed. Marianne Larsen will make the necessary revisions. Motion to approve minutes following the corrections by Halla Holmarsdottir second by Bjorn Nordtveit. Motion approved by all.

Update / Discussion of Committee Appointments - Per N’Dri, conversation about appointments have started and some letters have gone out to the appointees. She reported that she has had some discussion with some of the committees. The majority of the committees appointments have been completed and once the list is completed it will be shared on the website. As for the group (Committees) that appoints their own chairs, they were asked to send in their appointments once it’s completed, it will be shared with all on the website.

N’Dri reported the names of chairs for each committee and they are as follow:

- a. Frances Vavrus and Ali Abdi were appointed as co-chairs for the Publication Committee due to the concerns of lack of continuity
- b. Nominations _ Ratna Ghosh
- c. Investment – Supriya Baily
- d. Awards – David Baker will Co-Chair alongside a scholar (no name mentioned)
- e. Gail Kelley award subcommittee – Gita Steiner-Khamsi
- f. Honorary Fellow Award – Norma Tarrow
- g. Ad Hoc Committee on management Services – David Post has accepted to serve as the chair: This committee was formed to assess the transition from University based-voluntary service to a for profit organization due to the recent transition of the Secretariat from Indiana to TMG. The Committee was charged with two tasks: the first charge is to assess the services from University-based voluntary services to for profit organization. The second charge is to recommend any possible alternatives or if outsourcing the work of the Secretariat is the best option for CIES while taking into consideration CIES finances/assets. The committee has the end of July

There was a question regarding the appointments of the chairs and if it needed to be approved by the board. This question prompted the conversation of revising the bylaws. The bylaws currently states that the “Board of Directors shall appoint the secretary, treasurer, editor and historian”
Which is no longer valid as they are elected. N’Dri stated that the constitution / bylaws will need to be edited. It was stated by Noah Sobe that the president appoints the chairs and also names an Ad Hoc committee which is how it has always been done. Also, the terms of officers (start and end) need to be clarified to avoid confusion. N’Dri recommended the amendment of the bylaws to clarify any confusion and inconsistencies.

As for the group (Committees) that appoints their own chairs, they were asked to send in their appointments once it’s completed to be shared.

**New Abstract Submission RFP** - Per N’Dri, a small committee was formed (Mark Bray, Carly Manion, Iveta Silova, and Noah Sobe). They are charge to review the RFP from EventRebel and Ungerboeck. Based on their review of the RFP, they recommended EventRebel as the next provider for the abstract submission. A doodle poll /vote was sent out to the executive committee members to vote. As of this morning, a total of 6 people have voted; 5 votes to accept and 1 abstain out of 8 members. Carol Anne posed a question to understand why EventRebel was selected. EventRebel was chosen as the abstract submission system as it was the best proposal management system. Also, EventRebel conference app is more flexible and can be customized. EventRebel was retained for a one year contract for about $12,000. Chris was concerned about EventRebel being able to accommodate members/attendees who are abroad with slow internet access since it appears in the contract that they have worked mostly with US organizations. Concerns raised were; is the accessibility of the system for overseas attendees with slow internet connection? Is the system timed when online? Do you have to complete the registration within a certain period of time before the system automatically log you out? It was suggested to have a discussion with EventRebel. Motion to approve EventRebel’s contract by Noah Sobe second by Supriya Baily. N’Dri expressed her concerns about the transition of data from All Academic to EventRebel. Noah suggested that Chris Frey (Historian) be involved in the transition process. Noah proposed a vote on approving the contract. The results of the vote are as follows; 12 YES and 1- ABSTAIN

**Retreat Updates** – N’Dri gave an update on the Retreat which will be held in Washington DC from August 20 -21, 2015. Noah sent an email regarding a vote for the budget. However voting did not take place as the budget was incomplete since the decision for the facilitator was not finalized. Joe had proposed Greg Talley as the facilitator. N’Dri expressed her concerns for Greg Talley being the facilitator as he is the owner of Talley Management and it would be a conflict of interest since some of the discussion involve items that concerns Talley. Based on suggestions from the executive committee members, N’Dri was able to find a potential facilitator by the name of Tom Lent f who has a vast experience in academia and working with NGOs and is located in the Washington DC area. Tom has expressed interest in CIES and has agreed to charge CIES $2,000.00. N’Dri will explore two additional people to compare before making the final selection of the facilitator. N’Dri mentioned that Dr. Lent would like to have a conversation with those attending the retreat prior to the retreat. Upon the selection of the facilitator, the board will vote on approving the budget. It was suggested that the retreat begin at 9am. An email will be send out to all for their input on the agenda.

**Updates on CIES2016** – Per Mark, the conference planning is moving along. However, Marianne Larsen expressed her concerns (cost related) about the CIES 2016 being held in Vancouver. It was suggested to be added on the list of things to discuss at the Board Retreat in August.
Updates on CIES 2017 – Per Noah, currently in the process of finalizing the conference theme and plans on holding off the distribution of the theme for now. If anyone has any suggestions, please forward to Noah Sobe.

CER Updates – Per Bjorn, The University of Chicago Press (UCP) is changing their technology platform in 2016. They will be switching to a different technology provider. CER will still be on the JSTOR. More information will be shared as it becomes available.

Treasurer Updates – Per Supriya, invited 3 standing committees to submit their budgets for the conference and it expecting it sometime in the summer. No dates/deadlines were specified for the budget submission. Budget related questions can be directed to Joe Sapp, Noah Sobe & Supriya Baily.

Secretary Updates – Per Marianne, no report

Historian Updates – Per Chris, in contact with Archive from Kent State to consolidate information by collecting archives materials and creating digital archives for newsletter.

Knowledge Mobilization / Publications Survey Updates – Per Iveta, the committee is currently in transition. The results of the survey will be shared next month. Suggestion to discuss strategies at the Retreat and also budget approval.

New Business or Updates from Board Members - N’Dri attended the WCCES meeting in Mexico City and reported that there were issues with adjusting to a diverse membership. N’Dri also mentioned possible destinations (Cuba, Mexico, or the Caribbean) for the 2018 Conference. The next Board meeting will be at the Retreat in August.

New Business / Updates from Secretariat – Joe reported that CIES Audit has begun. CIES 2016 Conference website is up and running. Suggestion to add the 2016 conference website link to the CIES calendar on the CIES website.

Meeting Adjourned