

AAPOR Executive Council Teleconference: August 20, 2009 12-2 pm EST

In attendance: All EC members except Reg Baker, Kelly Foster; John Waxman, Barbara Gunderson and Deanna Marchetti from Sherwood.

Motions:

1. Minutes from the July 17 Executive teleconference were approved after correcting Information Up-Date 7 to “new EC members’ orientation materials” and adding an Up-Date from John Waxman thanking AMP for their efforts in making the transition so smooth. Moved: Roger Tourangeau, Dick Kulka seconded, passed unanimously.
2. “Within 30 days of their election to office, all Chapter officers must be members of AAPOR and must remain AAPOR members in good standing during the entire course of their tenure as Chapter officer. If a Chapter is not in compliance within 30 days of the election or fails to remain in compliance the Chapter funds collected by AAPOR for the Chapter will be frozen until such time as all serving officers are members of AAPOR in good standing. In addition, Chapters will not be sent their monthly Chapter membership update file while not in compliance.” Moved: Roger Tourangeau moved, Dick Kulka seconded, passed.
3. “Motion to enforce AAPOR Bylaws Article 7 Section 4 regarding the requirement of chapter members to agree by AAPOR Code of Ethics by sending final notification to chapters not in compliance and informing them that they have until December 31, 2009 to be in compliance. Specifically, as of December 31, 2009 all current Chapter members must have signed the AAPOR Code of Ethics, and all future members must be required to do so as a condition of Chapter membership. Chapters not in compliance will have the Chapter funds collected by AAPOR frozen until the chapter is in compliance. In addition, Chapters will not be sent their monthly Chapter membership update file while not in compliance.” Moved: Roger Tourangeau moved, Dick Kulka seconded, passed.
4. “AAPOR is interested in principle in a new journal in survey methods and has appointed Roger Tourangeau as their representative to work with ASA in this effort.” Moved: Paul Lavrakas, Roger Tourangeau seconded. Passed.
4. Meeting adjourned at 2 pm.

Decisions:

1. Executive Council members will make their own travel reservations for Council meetings; there will be direct billing for the hotel; and Sherwood will reimburse members after they submit their travel receipts.
2. A quarterly report will continue to be requested on a quarterly basis from Survey Practice.

Information Up-Date:

1. In answer to questions concerning reimbursement procedures, John Waxman explained that Sherwood would cut checks twice a month on the 15th and the last business day of

the month. They do not require that all EC members submit their travel expenses before checks are cut for those who have submitted their expenses.

2. Conference committee provided the EC with a draft of the proposed artwork for the cover of the 2010 conference program. There will be different versions of the cover for the preliminary and final programs.
3. Conference committee is currently working on the abstract site. They have a contract with PRECIS, who did it last year, to manage the site. There will be separate processes for the abstracts, the reviewers, and the chairs and discussants, same as last year
4. Conference committee has a final addendum to the contract with the hotel with a room rate of \$245 and procured six additional suites. The hotel has agreed to count the taxes toward the financial minimum.
5. Treasurer reported that it appears from the preliminary July financials that the additional costs of management anticipated from AMP and Sherwood in 2009 will be offset by the additional revenue realized from the conference. If the budget freeze introduced by the President is maintained, we may be able to avoid running a deficit in 2009.
6. Communications committee circulated a report on Survey Practice to EC members.
7. Communications chair reported that Survey Practice will be providing some articles in PDF format because of the difficulties in doing equations in HTML. Mike is concerned about this practice because PDFs are not fully searchable.
8. Communications chair reported that recommended format for citing Survey Practice has not been resolved.
9. Communications chair reported that Sherwood has all of the AAPOR web files and soon will have the rest of the electronic files from AMP.
10. The final edited version of the Blue Book will not be completed before the transition to Sherwood.
11. The number of paid advertisements in the Blue Book are down from the previous year.
12. Membership and Chapter Relations committee reported that there were currently 2,055 AAPOR members was nearly the same as the 2,065 at the same time last year, but the number of employer paid members was noticeably less than last year.
13. Paul Lavrakas reported that the new Cell Phone Task Force had met by teleconference on 8/19 and established subcommittees. The current schedule was for the task force to develop a draft by the end of October with a goal of submitting a report to the Council by Spring 2010. A book may also be developed out of the task force.
13. Standards committee reported the Associate Collaborative Effort (ACE) had released its definitions for online research. AAPOR has declined membership. Reg Baker is participating representing AAPOR as a non-binding member.

To Do List:

1. AMP will make a final shipment of all files, except those needed to complete the audit, to Sherwood on 8/26/09.
2. Sherwood will do a blast e-mail to AAPOR members during the week of 8/24/09 as a follow-up to Peter Miller's e-mail introducing the new management company and providing contact information

3. Sherwood will send an e-mail to the Executive Council during the week of 8/24/09 with details concerning the September Board meeting, including a reimbursement form.
4. Sherwood will update the Executive Council roster and contact information on Sharepoint.
5. The Treasurer (John Boyle) will direct AMP to add the financial policies adopted by the Executive Council for the 2009 Federal Tax Return onto Sharepoint.
6. AMP will finish its review of the July financials and post them to Sharepoint by the week of 8/24.
7. Executive Council will discuss the locations for the 2012 and 2013 annual conferences at the September EC meeting.
8. Sherwood will take the lead in drafting sponsorships and exhibitor marketing materials for the 2010 conference and coordinating with Barbara O'Hare.
9. Executive Council will have to approve the final artwork for the conference program.
10. The editors of Survey Practice must resolve how to cite its publications and provide this information on the website.
11. The Communications Committee will review the transition of the AAPOR web files to the new site next week.
12. All EC members: deadline for newsletter articles in Monday, August 24.
13. Communications committee will investigate the possibility of an online interactive version of the Blue Book that could be updated by advertisers for an additional cost.
14. Standards will work with ACE to try to get some consistency between AAPOR definitions (e.g., response rate) and ACE definitions.
15. Reg Baker will provide an update on the activities of AAPOR's On Line Task Force.
16. EC members will meet at 1pm on Thursday September 17 at Sherwood's offices for the next EC meeting.
17. Peter Miller/Sherwood to confirm November meeting to be held on Thursday, the 19th in Chicago.
18. Sherwood to provide calendar for preparation of 2010 budget.
19. Peter Miller agreed to prepare the Highlights from the EC teleconference minutes during the term of this council..

Respectfully submitted by: John Boyle, Secretary/Treasurer