

**AAPOR Executive Council Meeting**  
**Tuesday, August 20, 2019 | 1:00 pm – 3:00 p.m. ET**

Join via web: [https://www.uberconference.com/aapor\\_ec](https://www.uberconference.com/aapor_ec)  
Join via phone: 202-794-7146

*Information Only (I/O)*  
*Action Required (A/R)*

## Minutes

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**Attendance:**

Rene Bautista  
Ipek Bilgen  
Josh DeLaRosa  
David Dutwin  
Allyson Holbrook  
Jessica Holzberg  
Mary Losch  
Gretchen McHenry  
Dan Merkle  
Kristen Olson  
Lydia Saad

Nora Cate Schaeffer  
Mandy Sha  
Tamara Terry  
Tim Triplett  
G. Evans Witt  
Absent: Rachel Caspar

**Staff:**  
Adam Thocher  
Eric Bailey  
Yvonne Janvrin

Call to Order, Review and Approval of Minutes – Schaeffer  
Schaeffer called the meeting to order at 12:04 CT, 1:04 ET

- Executive Council Meeting Minutes: July 30, 2019 (A/R)

Schaeffer noted that there are still tracked changes listed in the July minutes. Losch commented that there is still not enough detail in the minutes about the discussions, and not enough content on the discussions listed in the July minutes. Schaeffer noted an improvement in some of the detail. Schaeffer noted that additional detail is needed on the discussions of Dutwin's report. Saad commented that there is a desire for more specificity in the minutes and the recording today will add to the detail. Saad also noted that the changes that have been made by Councilors have not been incorporated yet. Saad recommends that the minutes not be approved at this time and that Council vote on the minutes at the next Council meeting. The Council agreed. Schaeffer expressed a need to document a procedure in the minutes for resolving situations in which there is a lack of clarity in the minutes. We also need to clarify who is responsible for adding the detail to the content of the minutes where the information is lacking, in order to clear up the questions and the comments during the minutes review. After that, the minutes would be circulated and reviewed again before the minutes would go to a vote. Entire Council does not need to be involved. Schaeffer will add this as a discussion point to the leadership call agenda.

Council noted that the July minutes still contain unresolved comments, and several members requested more detail be added before they are approved. Council also discussed the need to clarify or establish protocols for who is responsible for resolving issues raised in comments to draft minutes. The goal is for a clean copy of revised minutes to be circulated in advance of the September meeting so this can go to a vote. Schaeffer said she will add the minutes to the leadership call agenda.

**Motion: (Losch, Holbrook)** To table the review and approval of the minutes until the September meeting. The motion was approved unanimously.

Secretary/Treasurer Report – Saad

- June, 2019 Financial Statement (I/O)

Saad reported that AAPOR financials are in good positive shape and on track. As of June 30, \$1.4 million in revenue has been realized, which is 89% of budget. \$689,000 has been realized in expenses, or 43% of budgeted expenses. Both of these rates are in the expected range historically. Saad noted that the revenue at this point in the year has historically been in the 89% - 94% range. There is some variability in the expenses that are realized at this point in the year, but all are within the normal range. More of the conference expenses will be realized and there will be a better understanding of the outcome of the conference by the end of next month. Saad reported that each line item was looked at and were overall consistent and

within normal ranges, but she will continue following these. Saad reported that membership revenue is running lower than a year ago, and is currently down about \$6600. Annual meeting revenues are up. OUP Journal revenues are up due primarily to timing of royalty payments. Publications/career job revenues are down from last year. Development, where direct donations go, is also down from the prior year due to lack of emphasis. Focus for this year will be on Development using the “Every man approach”, an appeal to the membership at large to donate some smaller amounts in honor of the 75<sup>th</sup> anniversary. More detail will follow on Development at the September meeting. Investments are up at \$1.63 million at the end of June, versus \$1.54 million in the prior year. Sponsorships are working against a deadline to get the Prospectus finalized and into production in early September. The Sponsorship committee is revising underwriting opportunities that will be offered, getting rid of opportunities that have not sold in past years, and adding new items for this conference. Analysis is being done on what to include in underwriting and the committee is considering steps to revamp the whole sponsorship system. Kellen has done an analysis of the retail value of the sponsorships offered and will make the sponsorships easier for vendors to understand without losing value on the sponsorships. Sponsorships were up last year due in large part to the increase in pricing of the sponsorships, which is not a tenable solution for the future. Goal is to bring in new sponsors, and streamline the Prospectus to boost sales.

Saad reported that AAPOR financials at the end of June were on track with expected revenue and expenses. As of June 30, \$1.4 million in revenue has been realized, which is 89% of budget. \$689,000 has been realized in expenses, or 43% of budget. None of the line items are outside of the historical range, but she will continue to monitor. Saad noted that we will have a better picture of the final conference budget by the end of next month, once the remaining big bills come in. Additionally, Saad noted that the Sponsorship Committee is working hard on changes to the 2020 conference prospectus, and that it is proceeding well. General donations are down vs. a year ago, but the Secretary-Treasurer is working on a Development plan for 2020 tied in with the 75<sup>th</sup> anniversary.

**CONSENT AGENDA (A/R) – ALL**

*The final list of submissions are listed in the Dropbox Folder for August 2019.*

- CONSENT\_2019-08-Conference.pdf
- CONSENT\_2019-08-MCR.docx
- CONSENT\_2019-08-Standards.docx
- CONSENT\_2019-08-Communications

Losch requested clarification on the ethical issue in the Standards report. Bautista provided Council with the charge for the RICS subcommittee and what the subcommittee has been working on. The RICS subcommittee has been identifying areas where ethical issues may come up. Non-survey takers is one of these areas. Bautista clarified that this is still in the early stages of development by the subcommittee. Merkle added information about other possible ethical considerations, such as the proper verbiage to use when someone misdials a phone number and is redirected to a survey. Losch recommended that Council receive additional information on the work of the RICS Subcommittee. Bautista will provide additional clarification including the charge for this committee. Schaeffer recommended that the RICS issues be laid out in a document to clarify some of the misunderstandings about these new methodologies, and what the issues are that are relevant to AAPOR. Dutwin reported that AAPOR established this subcommittee for the same reasons as the Cell Phone Task Force, and Dutwin expressed a belief that it is due diligence on AAPOR’s part to examine a new methodology. Schaeffer recommended that the subcommittee produce an overview of how the methodology works and what the issues are so that members gain an understanding about RICS and how the issues can be handled, and if there are issues that cannot be handled, to be clear about what those issues are. Bautista reported that the RICS subcommittee is scheduled to submit a report in December, which will provide an overview of the landscape of this methodology in their report.

Council discussed the charge for the RICS subcommittee, and the need for AAPOR to address ethical issues which may arise in one of these areas. There was discussion about what such a report would include. Bautista clarified that the subcommittee is still developing its recommendations on these, and is scheduled to submit its report in December, but that it will provide an overview of the landscape of this methodology.

**Motion (who made the motion, who seconded?):** The motion to approve the Consent agenda as presented was approved unanimously by Council.

**Appointments (A/R) – ALL**

Schaeffer reported that an online form has been created to submit committee appointments. The form includes a place to add the person’s volunteer history with AAPOR.

- **Sugging-Frugging Ad-Hoc Committee**  
Bautista nominated Triplett and Moynihan as additions to this committee. The resulting committee would consist of:
  - Tim Triplett – Chair of the Committee
  - Patrick Moynihan – addition to the committee
  - Sarah Cho (continuing)
  - Cynthia Z. Clark (continuing)
  - Chris Jackson (continuing)
  - Tim Oltman (continuing)
  - Elizabeth Ormson (continuing)
  - Carl Ramirez (continuing)
  - Brian M. Robertson (continuing)
  - Andrew Therriault (continuing)

**Motion (who made the motion, who seconded?):** To approve the appointments as presented for the Sugging and Frugging Ad Hoc Committee. The Council approved the appointments unanimously.

- **Bylaws Review Committee**  
Schaeffer nominated the slate of appointments for the Bylaws Review Committee
  - Liz Hamel
  - Anna Weincrot
  - Ron Langley
  - Rob Farbman
  - Paull Beatty
  - Mary Losch – Co-chair
  - Cliff Zukin – Co-chair

**Motion:** (Schaeffer, Evans) To approve the appointments as presented for the Bylaws Review Committee. The Council approved the appointments unanimously.

AAPOR Bylaws Review Committee Charge (A/R)– Schaeffer

- Schaeffer reported that Losch and Zukin will co-chair this committee that is charged to review the bylaws, a review that takes place every 5 years. The last bylaw review took place in 2015. The resulting bylaws placed more emphasis was placed on policy and procedure documentation. Schaeffer reported that there are a few outstanding issues that need to be resolved with the bylaws. One of them is integrating the Code of Conduct. Another is reviewing the proposal to loosen the current requirement that two of the offices, President and Conference Chair, have to alternate between private and non-profit organizations. The Bylaws Review Committee will need to make recommendations on these and some other inconsistencies that are in the bylaws, for instance, definitions that might be needed. Responsibilities of the committee are to review the bylaws, make recommendations for the Executive Council to discuss, get feedback from members about proposed changes, and then prepare the bylaws for presentation to the membership for a vote in July.
- Schaeffer reported that Losch and Zukin will co-chair this committee. Specific issues that need to be resolved in the new bylaws are integrating the Code of Conduct and loosening the current requirement that certain offices (President and Conference Chair) rotate between private and non-profit organizations. Responsibilities of the committee are to review the bylaws, make recommendations for the Executive Council to discuss, get feedback from members about proposed changes, and then prepare the bylaws for presentation to the membership for a vote in July.

**Motion: (Schaeffer, Triplett)** To approve appointment of the Bylaws Review Committee and to accept the formal charge. The motion passed unanimously.

Forming and Managing Task Forces and Ad Hoc Committees (A/R)– Schaeffer

- **Forming and Managing Task Forces (A/R) – Schaeffer**

[Suggest that this whole paragraph be re-written - - it is really difficult to understand] Schaeffer reported that there are two related documents. The document about Task Forces was presented first because the principal contribution of the document was a review procedure for Task Force reports. The document about Ad Hoc Committees is more fundamental and complex and was discussed and voted on next. The document about Managing Task Forces refers to the document on Managing Ad Hoc Committees because Task Forces are a subset of Ad Hoc Committees. The document about Managing Task Forces includes a procedure for reviewing task force reports under the guidance of an assigned Councilor. The assigned Councilor will coordinate the review procedure for a Task Force report. Schaeffer reported that Losch is using this document to guide the review of the report from the Data Falsification task force, which is currently underway.

Schaeffer reported on the revision of the Policies and Procedures documents, which includes the documents about Forming and Managing Ad Hoc Committees and Forming and Managing Task Forces. These are part of a foundation for a Councilor's Handbook. Schaeffer noted that the document about Managing Task Forces refers to the document on Managing Ad Hoc Committees because Task Forces are a subset of Ad Hoc Committees. Schaeffer reported that Losch is using this document to guide the review of the report from the Data Falsification task force, which is currently underway.

**Motion: (Losch, Bilgen)** To accept the procedure as outlined in the document presented by Schaeffer as a way of managing task forces. Schaeffer invited discussion from the Councilors. The Councilors did not discuss and moved immediately to a vote. The motion passed unanimously.

- Forming and Managing Ad-Hoc Committees [This section seems to conflate a discussion of the bylaws and the document about forming ad hoc committees. Suggestion to take the references to the bylaws.]

Schaeffer reported on the revision of a procedural document that was originally developed to take the place of detail out removed from the bylaws. The Policies and Procedures documents, which includes the documents about Forming and Managing Ad Hoc Committees and Forming and Managing Task Forces, are part of a foundation for a Councilor's Handbook. The document about Forming and Managing Ad Hoc Committees defines several types of ad hoc committees, which are not defined in the bylaws. The bylaws currently define standing committees and ad hoc committees, and then refer to other committee types without defining them. Schaeffer reported that she edited the original document about forming ad hoc committees and tried to fill in some of the gaps. It has been reviewed by several Council members. The advantage of having this document is that Council can edit this document by its own action, and the bylaws can only change once every five years. Schaeffer reported that she included definitions of different kinds of ad hoc committees in order to provide structure around what is in the bylaws. Schaeffer explained that task forces that produce a report, and working groups that have a process product, fall into these ad hoc committees. She also explained that these ad hoc committees need a formal link to Council, for accountability. This is usually done by a representative that is on Council. It is typical for the Councilor-at-Large to fill this role, but it can be anyone on Council. Schaeffer reported that the document clarifies whether the members of the committees need to be members of AAPOR. Schaeffer invited the Council to discuss. DeLaRosa expressed the need to include the diversity and inclusion statement in the document to specify that chairs are actively recruiting members of diverse populations and that the committees reflect the diversity of AAPOR members. Terry agreed with DeLaRosa and suggested that the Council delay voting on this document until September in order to edit the document to include a statement on diversity. Schaeffer agreed to postpone the vote on the document and tabled the discussion until the September meeting.

Schaeffer reported that she edited the original document about forming ad hoc committees and tried to fill in some of the gaps. She noted it has been reviewed by several Council members, and that the advantage of having this document is that Council can edit it by its own action, while the bylaws can only change once every five years. After providing some details of what is included in the report, Schaeffer invited the Council to discuss. DeLaRosa expressed the need to include the diversity and inclusion statement in the document to specify that chairs are actively recruiting members of diverse populations and that the committees reflect the diversity of AAPOR members. Terry agreed with DeLaRosa and suggested that Council delay voting on this document until September in order to edit the document to include a statement on diversity. Schaeffer agreed to postpone a vote on the document and tabled the discussion until the September meeting.

POQ Advisory Committee Update (A/R) – Schaeffer

- Extension/exception of term limits to sync terms of members

Schaeffer reported that there are two formal motions that need to be made. The POQ Advisory Committee includes members that are appointed by Council to serve three-year terms, with one possibility of renewal, and also includes the Councilors-at-Large. Currently the members that Council appoints are on calendar-year, not Council-year terms. The

proposal is to provide a one-time six-month extension to all the appointed members of the committee so that everyone will be on a Council-year term, in order to synchronize terms.

Schaeffer discussed the need for Council to approve a one-time six-month extension for all *appointed* members of the POQ Advisory Committee (beyond their current three-year term). This is to put the members appointed by Council on the same schedule as the Councilor-at-Large members.

**Motion: (Losch, McHenry)** To adopt the one-time change which would extend the term of the appointed members of the POQ Advisory Committee for six months to align them with the Council year. Schaeffer invited discussion. The Councilors did not discuss and moved immediately to a vote. The motion passed unanimously.

- Even number of participants – procedure in the event of a tie vote

Schaeffer reported there will need to be an editor search this year. Since there will be an even number of members on this committee this year for a brief period of time, Schaeffer recommended that if there is a tie in vote for Editor, AAPOR's Past President will cast the deciding vote.

Schaeffer noted that because there is an even number of members on the POQ Advisory Committee there is a risk of a tie in the upcoming vote for a new POQ editor. Schaeffer recommended that Council allow the AAPOR Past President to cast the deciding vote in the event of a tie.

**Motion: (Witt, Bautista)** In the event of a tie vote for Editor of POQ, the AAPOR Past President will cast the deciding vote. Schaeffer invited discussion from the Councilors. The Councilors did not discuss and moved immediately to a vote. The motion passed unanimously.

#### Standards – WAPOR use of AAPOR Code

Bautista reported the Standards Committee has received a request from WAPOR to use AAPOR Code to guide their revision of their own Code. Bautista reported that he had advised them that the AAPOR Code is a public document. Bautista wanted to bring this to the Council's attention because he is unsure whether permission is needed or not. Bautista invited the Councilors' input. The Councilors remarked that the AAPOR Code is a public document and not proprietary. The Councilors agreed that there was no action needed on this, no permissions needed to be granted, and WAPOR is free to use the public documents if they find them useful. Bautista indicated that WAPOR shared a list of themes they will explore in the future to revise their code. Bautista mentioned that a potential collaboration between AAPOR and WAPOR might be desirable on new themes to better understand implication in our field and possibly in other fields.

Bautista reported that the Standards Committee received a request from WAPOR to use the AAPOR Code to guide an upcoming revision of their own Code. Bautista reported that he had advised them that the AAPOR Code is a public document. Councilors confirmed that the AAPOR code is public, therefore there is no need for AAPOR to take action on this. Bautista also reported that WAPOR shared a list of themes they will explore in their code revision, and that some collaboration on these may be desirable.

#### Standards – Update on Sugging and Frugging Committee

At the Councilors' request, Bautista provided context to transitions in the Frugging Sugging committee. Schaeffer reported that Thocher found the original charge for the 2017 Sugging and Frugging Committee. These documents have been added to the Dropbox. Bautista reported that the Sugging and Frugging Committee has a charge (the original charge from 2017 which has been added to the Dropbox) to guide their work (succinctly, "to make recommendations regarding concrete steps that AAPOR can take to address the problem of sugging and frugging"). Bautista indicated that when Eckman served as Standards Chair, she determined that the Sugging Frugging subcommittee needed representation from the fundraising community, since some of these practices (frugging and sugging) come from this community and are viewed as standard practices in the field of fundraising. Bautista expressed that Eckman tried to reach out to several members in the fundraising community but it took time to find volunteers. She was able to enlist one person. When Eckman was serving as Chair of the Standards Committee she also served as Chair of the Sugging Frugging subcommittee. However, when her term as Chair of the Standards Committee ended, she also stepped down from the Frugging Sugging subcommittee. Eckman is no longer part of the Executive Council, and this Council has just voted on a new chair of the Frugging Sugging subcommittee at this meeting (Tim Triplett).

Bautista reviewed some recent changes to the leadership of the Frugging and Sugging committee. He also reminded the committee that Eckman's had reached out to the fundraising community to find a member from that field, resulting in one

volunteer. Schaeffer reported that Thocher found the original charge for the 2017 Sugging and Frugging Committee, and that it has been added to Dropbox.

### Conference – AAPOR 75<sup>th</sup> Update

Sha reported that conference planning is ongoing and the conference and membership committees are teaming to come up with special conference registration rates to encourage attendance. Their focus will be on two attendee types: Honorary Lifetime Members and members who have not returned in a few years. She is preparing a proposal for Council to consider for the September meeting. Two of the Conference Committee members have requested to be on the September agenda to present several ideas to Council.

Sha reported that conference planning is ongoing and the conference and membership committees are teaming up to recommend special conference registration rates to encourage attendance. Their focus will be on two attendee types: Honorary Lifetime Members and members who have not returned in a few years.

### Call for abstracts

Sha reported that a copy of the Draft Call for Abstracts is in the Dropbox Meeting folder. The content and process for the 75<sup>th</sup> Conference are very similar to the Toronto Conference; there will be 8 tracks and 5 session types. This year, the conference committee is encouraging self-organized panels that show diversity in the presenters and in the organizations they represent. Sha has requested some changes to the abstract submission site to address some of the pain points identified last year by the submitters, specifically, adding and deleting names. Sha reported that Thocher is working on the submission site in general, and the site will be tested once he has completed that process. Sha encouraged submissions that address civil and human rights issues, AAPOR history, and the 75<sup>th</sup> Anniversary. Sha reported that Olson will encourage poster submissions by hosting a Best Poster Competition. Olson will be adding some gift cards to the Conference budget for the Poster Competition. Sha reported that the dissemination plan is in place and communications will go out as early and as often as possible about the Call for Abstracts. Sha addressed questions from the Councilors regarding using the Communications liaisons to the Conference Committee to communicate about the Call for Abstracts outside of the membership to build awareness about AAPOR. Sha and Bailey will include the liaisons in the conversations about the communications. Sha addressed a question about the session panels and portals, and the request for submitters to email Sha directly before submitting. Sha clarified that the change for this year will be for submitters to submit their portal ideas through the abstract site, but to follow up the submission with an email to Sha with information about their submission. A concern was raised about the second step for the submitter to email Sha after submitting through the abstract site. Sha clarified that the wording can be tightened to let submitters know that if they need help to determine where their idea might be placed, they can contact Sha directly. It is provided to help submitters process their idea more, but not required.

Sha reported that there is a new conference Director. Thocher had sent out an introductory email to all Councilors about Archangel-Story. Thocher and Archangel-Story are working on a document that will summarize items for the conference that need to be completed, and will submit that document by the end of the month. The next conference committee meeting is September 3.

Sha reported that a copy of the Draft Call for Abstracts is in the Dropbox Meeting folder, and that the structure of the 75<sup>th</sup> Conference will be similar to the Toronto Conference, with eight tracks and five session types. Sha discussed additional details of the conference and changes being made to the abstract submission site, including allowing submitters to add and delete names.

Sha reported that Olson will encourage poster submissions by hosting a Best Poster Competition, and discussed how this will be advertised and conducted.

Sha addressed questions about using the Communications liaisons to the Conference Committee to communicate about the Call for Abstracts outside of the membership to build awareness about AAPOR. Sha and Bailey will include the liaisons in the conversations about the communications. Sha also the submission process for session panels and portals, and clarified that an additional step for submitters to email Sha directly is optional – only for those who would like help developing their idea.

Sha reported that there is a new conference Director. Thocher had sent out an introductory email to all Councilors about Archangel-Story. Thocher and Archangel-Story are working on a document that will summarize items for the conference that need to be completed, and will submit that document by the end of the month.

### Child care proposal

Olson reported that the Child Care proposal and the spreadsheet with estimated costs is in the Dropbox. Several attendees from last year's conference approached the committee regarding the need for childcare at the conference. One member provided information about how other organizations offer childcare at conferences and how they structure that care. Olson proposed offering childcare in Atlanta as a way to support AAPOR's diverse membership and promote the sense of inclusion and responsiveness of people at different stages of their careers. Olson gave an overview of the two documents provided to the Council and the services that could be provided by the childcare organizations. The proposal would cover up to 12 children being cared for at any given time, with some age requirements. The proposal also outlined the days of usage for childcare and can be amended as Council sees fit. The estimated price would be \$10,000 for the childcare, and about \$15,000 with hotel stay for one childcare worker, food, and parking provided. Olson reported that there are opportunities to recoup some of the expenses by charging a fee per child, per hour. There is also an opportunity for parts of this expense to be covered by Sponsorship. Olson opened up discussion and questions on this topic. Terry inquired about the capacity of the program and the limit of children to the program. Olson explained that the room would hold only 12 children at any given moment, and does not reflect how many children could enroll in the program. This reflects previous experiences of other organizations and conferences of similar size. Terry expressed a concern for the restriction of only 12 children in a room at a given moment. Bilgen suggested that a sign-up sheet could help to regulate the numbers. DeLaRosa expressed support for providing childcare, and expressed concern for some of the logistical issues. DeLaRosa asked how the childcare gets allocated to those parents that need it the most, and how that process would be managed. He expressed concern for the cost of the program. The Councilors discussed the cost of the program. Olson relayed that the assumption was made that this would not be free to parents, however, AAPOR will be footing the entire bill if no one signed up for this service. Olson reviewed the proposed costs to parents, and believes that the cost will be very reasonable. The childcare provider will need a preliminary list of the children that will participate and a line item would be added to the registration. Merkle expressed support for the idea. Schaeffer expressed support for the idea and is willing to have AAPOR subsidize more of the cost to make the service more accessible to the most people. Schaeffer suggested that childcare might be offered for one or two evenings in addition to the daytime hours. Council discussed ways to get member input on childcare in order to better understand the need. Thocher reported that the childcare provider can be contacted to revise the proposal based on the conversation surrounding dates, times, capacity. Schaeffer wondered if this effort should be a multi-year approach in order to institutionalize it. Olson suggested that the first year of this program would be more of a trial, and that it will take multiple years to evaluate the benefits to AAPOR members. Schaeffer tabled this issue for a specific motion and vote at the September Council meeting.

Olson reported that she had developed a detailed proposal for AAPOR to offer Child Care at conference, after several attendees at the Toronto conference approached her asking for it. Olson sees this as an opportunity to support AAPOR's diverse membership and promote a sense of inclusion for people at different stages of their careers.

Olson gave an overview of the two documents provided to Council summarizing the potential daycare services, and the various pricing options. The Council had a robust discussion of the risks and benefits of various price scenarios, and several members expressed support for the proposal.

Schaeffer suggested that childcare might be offered for one or two evenings in addition to the daytime hours. Council discussed ways to get member input on childcare in order to better understand the need. Council discussed the need to commit to childcare for more than one year, giving time for members to become familiar and comfortable with the program, and for AAPOR to evaluate the benefits to members and conference. Schaeffer tabled the issue for a specific motion and vote at the September Council meeting.

#### Preparation for September Meeting (I/O)

- **Review and update AAPOR Executive Council job descriptions**

Schaeffer reported that Thocher has added a link to the job descriptions in Dropbox. Schaeffer reminded the Councilors that Dutwin will need these job descriptions for the Nominations Committee to provide to the slate of candidates for next year's Council. Schaeffer commented that these documents have had some changes over the years. Schaeffer asked that Councilors go into the document and review and edit their job descriptions. She requested that the Councilors track the changes they make to the document, so that the descriptions of the positions are kept up-to-date.

Schaeffer reported that Thocher has added a document with Council job descriptions to Dropbox, and that everyone should review and edit their job descriptions in tracking. Schaeffer reminded council members that Dutwin will need these job descriptions for the Nominations Committee to provide to the slate of candidates for next year's Council.

- **Award Committee appointments**

Schaeffer reported that the Award Committee appointments will be made by several of the Councilors. Schaeffer added a spreadsheet to the Dropbox with historical data of volunteers who have served on the Award Committees.

- 2020 Budget Process

Tocher reported that the September Executive Council meeting is historically dedicated to the review of the budget for the next year. Tocher will send an email requesting information regarding projects or requests that are new or unusual for the 2020 year. He requested that the information provided include expected revenue or expenses. Tocher requested these requests be submitted via email. Tocher will develop the draft budget with Saad and McHenry for the September meeting. Tocher requested responses by September 10. Saad asked the Councilors if they want additional email reminders on their requests. The Councilors agreed that more reminders would be helpful.

Tocher reported that the September Executive Council meeting is historically dedicated to the review of the budget for the next year. Tocher will send councilors an email requesting information by September 10 regarding projects or budget requests that are new or unusual for 2020.

- Council appointment process and form

Tabled for discussion at the next Council meeting.

Adjourn

**Motion: (Losch, Terry)** To adjourn the meeting. The meeting was adjourned at 3:00 pm ET, 2:00 pm CT