**Board Meeting Minutes**March 3, 2004
Orlando, FL

1. **Call to Order:** Maggie McClintock - 4:20 pm
	1. Board members present were Maggie McClintock, President; Vanessa Ritchie, Vice President/Program Chair; Beverly Oswalt, Secretary/Treasurer, and Margaret Kilcoyne, Past President.
2. **Minutes - 2003 Board Meeting**
	1. Vanessa Ritchie distributed the minutes from the 2003 ABIS board meeting in Houston. A motion to accept the minutes was made by Margaret Kilcoyne and seconded by Vanessa Ritchie. The motion passed unanimously.
3. **Report from Treasurer - Beverly Oswalt**
	1. A copy of the treasurer’s report was distributed. The balance as of January 30, 2004 was $2,369.03.
	2. Maggie discussed problems with the bank account. Because of the Patriot Act, there are stringent rules for account changes. A possible solution would be to have each new treasurer open an ABIS account for their year of service.
	3. Board members questioned the $1,050 that was reimbursed by FBD last year for 42 members. Maggie will verify the numbers with Wayne Headrick, FBD Secretary/Treasurer.
	4. A motion to accept the report was made by Vanessa Ritchie and seconded by Margaret Kilcoyne. The motion passed unanimously.
4. **Report from Program Chair - Vanessa Ritchie**
	1. Twenty papers were submitted and 20 papers were accepted for the 2004 Orlando meeting, There were 33 authors and 12 reviewers.
5. **Report from Proceedings Editor - Julie McDonald**
	1. There were 50 copies printed for the 2004 Orlando meeting at a cost of $735.
	2. The cost ofprinting 50 copies of the proceedings has increased almost $250 in the last three years, from $490 in 2001 to $735 in 2004.
	3. A recommendation was made to eliminate the printed copies and provide copies of the program on CD.
	4. Julie recommended electronic submissions only in the near future. Extra cost was added to process the printed copies of papers that were received.
6. **Report from Nominating Committee - Margaret Kilcoyne**
	1. The slate of officers for 2004-05 are Vanessa Ritchie, President; Beverly Oswalt, Vice President/Program Chair, Julie McDonald, Secretary/Treasurer; and Chynette Nealy, Proceedings Editor.
7. **Old Business**
	1. Name Change
		1. *The FBD board approved the name change from Southwest Administrative Systems Association to Association of Business Information Systems.*
	2. Proposed Constitution and Bylaws Changes
		1. *Members of the committee were Betty Kleen, Lisa Miller, and Walter Creighton.*
		2. *Maggie McClintock discussed suggested revisions that had been made in the constitution and bylaws by the committee to reflect the organization’s name change, move from regional to national organizational status, and addition of a Historian/Parliamentarian.*
		3. *Margaret Kilcoyne approved and Vanessa Ritchie seconded a motion to approve the changes. Motion was unanimously approved.*
	3. Web Page
		1. *The possibility of having an ABIS web page was discussed. Vanessa will continue this discussion during her presidency.*
	4. Membership Breakfast
		1. *What is the return on investment and should it continued in the future? A decision will be made after determining if the breakfast helped increase attendance at the business meeting.*
	5. Proceedings versus Journal Publication
		1. *Vanessa Ritchie will appoint a committee to address this issue.*
8. **New Business**
	1. FBD Issues
		1. *Two organizations have withdrawn from FBD (Legal and ASBE). Accounting can only meet when FBD is in the southwest region.*
		2. *FBD is operating in the red – they appointed a committee to study income/expenses.*
		3. *All organizations should encourage members to visit the exhibition booths.*
		4. *All organizations should take a poll to determine how many members submitted papers to ABIS 2004 based on the comprehensive call for papers that was sent in the mail.*
		5. *FBD changed from cash to accrual basis to better reflect income and expenses for each conference.*
	2. Program Suggestions for 2005
		1. *No one had any suggestions.*
	3. Future Conference Dates/Locations
		1. *Future meetings: Dallas 2005, New Orleans 2006, San Diego 2007.*
	4. Logo and Web Site Contests
		1. *The board discussed holding contests for developing an ABIS logo and web site.*
		2. *Vanessa will handle this issue during her presidency.*
9. **Adjournment**
	1. The meeting was adjourned at 6:00 pm.

Secretary/Treasurer of ABIS
Beverly Oswalt