**Business Meeting Minutes**March 4, 2004
Orlando, FL

1. **President’s Welcome and Call to Order:** Maggie McClintock
2. **Officer Reports**
	1. Beverly Oswalt - Treasurer Report
		1. *A copy of the treasurer’s report was distributed. The balance as of January 30, 2004 was $2,369.03. A motion to accept the report was made by Vanessa Ritchie and seconded by Margaret Kilcoyne. The motion passed unanimously.*
	2. Vanessa Ritchie - Minutes from 2003 Houston Meeting and 2004 Program Chair Report
		1. *Minutes from the 2003 Houston meeting were distributed. A motion to accept the report was made by Carla Barber and seconded by Walter Creighton. The motion passed unanimously.*
		2. *Twenty papers were submitted and 20 papers were accepted for the 2004 Orlando meeting, There were 12 reviewers.*
	3. Julie McDonald - Proceedings Editor Report
		1. *There were 50 copies printed for the 2004 Orlando meeting at a cost of $735.*
3. **FBD Update on Name Change, Future Meetings, etc.**
	1. The FBD board approved the name change from Southwest Administrative Systems Association to Association of Business Information Systems.
	2. Two organizations have withdrawn from FBD (Legal and ASBE). Accounting can only meet when FBD is in the southwest region.
	3. FBD is operating in the red – they appointed a committee to study income/expenses.
	4. Future meetings: Dallas 2005, New Orleans 2006, San Diego 2007.
	5. All attendees are encouraged to visit the exhibition booths.
	6. A poll was taken to determine how many members submitted papers to ABIS 2004 based on the comprehensive call for papers that was sent in the mail. Many said they saw it, but none said they submitted a paper because of it.
	7. FBD changed from cash to accrual basis to better reflect income and expenses for each conference.
4. **Old Business**
	1. Proceedings versus Journal Publication
		1. *Vanessa Ritchie will set up a committee to address this issue.*
	2. Web Page Discussion
		1. *Carla Barber at UCA will be the web master. (secretary note - Carla Barber is the web master and Beverly Oswalt hosts the site at Southern Arkansas University (www.saumag.edu/abis)).*
	3. Constitutional Committee Report *- President Maggie McClintock*
		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. *Several additional changes were recommended by the members.*
		4. *A motion to accept the revised constitution and bylaws was made by Walter Creighton and seconded by Robert Mitchell. The motion passed unanimously*
	4. Nominating Committee Report - 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.*
	5. Election of Officers for 2004-05
		1. *A motion to accept the slate of officers by acclamation was made by Walter Creighton and seconded by Carla Barber. The motion passed unanimously.*
5. **New Business**
	1. Items From the Membership
		1. *Due to increased expenses, it was recommended that ABIS dues be increased from $25 to $30. A motion to accept the recommendation to increase the dues was made by Robert Mitchell and seconded by Donna Redmond. The motion passed unanimously.*
		2. *The cost of printing 50 copies of the proceedings has increased almost $250 in the last three years, from $490 in 2001 to $735 in 2004. A recommendation was made to eliminate the printed copies and provide copies of the program on CD. Vanessa*
6. **Incoming President’s Address**
	1. Vanessa Ritchie was introduced as the new president for 2004-05.
	2. Vanessa presented Maggie McClintock with a plaque honoring her as president during 2003-04.
	3. Vanessa announced the following appointments for 2004-05: Maggic McClintock, Chair of the Nominating Committee; and Margaret Kilcoyne, Chair of the Outstanding Educator Award committee.
	4. Vanessa asked for ideas to increase membership. Suggestions included publicizing the call for papers at member schools and to members of FBD affiliate organizations, posting the announcement on websites that accept call for papers.
	5. Vanessa discussed holding a contest to create an ABIS logo.
7. **Adjournment**
	1. The meeting was adjourned at 9:20 am.

Secretary/Treasurer of ABIS
Beverly Oswalt