**Business Meeting Minutes**March 3, 2005
Dallas, Texas

1. **President's Welcome and Call to Order:** Vanessa Ritchie - 8 a.m.
	1. Twenty-one members were present.
2. **Officers Reports**
	1. *Julie McDonald -- Secretary/Treasurer*
		1. Julie McDonald distributed copies of the minutes from the 2004 annual business meeting in Orlando, FL. A motion to accept the minutes was made by Walter Creighton and seconded by Margaret Kilcoyne. The motion passed unanimously.
		2. A copy of the treasurer's report was distributed. The balance as of March 1, 2005 was $2,179.53. A motion to accept the report was made by Walter Creighton and seconded by Margaret Kilcoyne. The motion passed 21-0.
	2. *Beverly Oswalt -- VP/Program Chair*
		1. Beverly reported that we had 34 papers submitted and 34 were accepted for the 2005 Dallas meeting of ABIS. There were 66 authors and 22 reviewers. Thirty of the thirty four papers were included in the proceedings. We were assigned two rooms for this year's conference.
		2. The Distinguished paper award went to James E. Wafford, III, University of Arkansas at Little Rock and Robert B. Mitchell, University of Arkansas at Little Rock.
		3. The Prentice Hall Outstanding Educator Award went to Maggie McClintock of Mississippi University for Women.
		4. The estimated cost for the ABIS breakfast will be $438.41.
	3. *Chynette Nealy--Proceedings Editor*
		1. Thirty four papers were accepted and 30 were submitted for publication in this year's proceedings. There were 160 pages/80 sheets.
		2. There were 74 copies printed for the 2005 Dallas meeting at a cost of $721.55.
	4. *Maggie McClintock--Nominating Committee*
		1. The slate of officers for 2005-2006 are Beverly Oswalt, President; Julie McDonald, Vice President/Program Chair; Chynette Nealy, Secretary/Treasurer; Jere Hatcher, Proceedings Editor; and Vanessa Ritchie, Past President.
3. **FBD Update, Future Meetings, etc.**
	1. FBD will be asking each organization to poll its members about a possible change in the amount of membership dues paid to FBD. The organization will vote about whether or not to support this motion.
	2. The organization will also be asked to vote on staying within the Southwest region so that the Accounting group can remain a part of the organization.
	3. All attendees are encouraged to visit the exhibition booths.
	4. Future meetings: New Orleans, 2006; San Diego, 2007: Possibly Houston for 2008.
4. **Old Business**
	1. The addition of the Office Systems Research Association (OSRA) to FBD was discussed. Betty Kleen said that there would be some overlap between this organization and ours, but not enough to warrant voting against their joining FBD. This organization has higher fees and does provide a journal for "best" papers. A vote will be taken in 2006 by the FBD board to add this organization.
	2. A discussion about changing the format of the proceedings from hard copy to a CD developed. Walter Creighton made a motion that the authors have the option of the printed book or a CD for the 2006 conference. The motion was seconded by Margaret Kilcoyne and carried unanimously.
	3. Groups withdrawing from FBD this year include—the Dean's Group.
5. **New Business**
	1. Election of Officers 1) Betty Kleen accepted the position of Historian/Parliamentarian for the 2005-2006 year. There were no nominations from the floor. A motion to accept the slate of officers by acclamation was made by Carla Barber and seconded by Walter Creighton. Motion passed 21-0. The slate of officers for 2005-2006 is as follows:
	Beverly Oswalt, President
	Julie McDonald, Vice President/Program Chair
	Chynette Nealy, Secretary/Treasurer
	Jere Hatcher, Proceedings Editor
	Betty Kleen, Historian/Parliamentarian
	Vanessa Ritchie, Past President
	2. FBD Fee Increase
		1. Due to the poor financial condition of FBD and the lack of exhibitors there is a need to increase the fee charged for registration for FBD. After some discussion Robert Mitchell made a motion that ABIS support a fee increase of up to $75 for FBD registration. The motion was seconded by Maggie McClintock and passed unanimously.
	3. ABIS Proceedings Price Increase and Wording for Author Registration
		1. Due to the increased cost of printing, it was suggested that ABIS increase the cost of a copy of extra proceedings. A motion was made by Margaret Kilcoyne that the cost of the extra proceedings be raised to $25. The motion was seconded by Maggie McClintock and passed unanimously.
		2. The wording for the "Call for papers" and all other ABIS documentation needed to be changed to "All attending authors must register for FBD and ABIS". A motion was made by Margaret Kilcoyne that this wording be used. The motion was seconded by Maggie McClintock and passed unanimously.
		3. Steve Welch brought up the subject of trying to change from a proceedings format to a journal or serial. After some discussion it was decided that Steve Welch and Vanessa Ritchie would check on this possibility and report back next year.
	4. Web Page Discussion
		1. Carla Barber from UCA is the Web master and has launched the web site for ABIS through Southern Arkansas University ([www.saumag.edu/abis](http://www.saumag.edu/abis)).
6. **Incoming President's Address**
	1. Beverly Oswalt was introduced as the new President. She thanked Vanessa Ritchie and presented her with a plaque honoring her as president during 2004-2005.
	2. Beverly announced the following appointments for 2005- 2006: Vanessa Ritchie will chair the Nominations Committee; and Maggie McClintock will chair the Outstanding Educator Award Committee.
	3. Beverly discussed the "return on investment" of the breakfast/business meeting format used for the past two years. It was deemed a success and therefore will be used to plan the program for the 2006 program.
	4. Corrections to the program were listed by Beverly.
7. **Adjournment.**
	1. The meeting was adjourned at 9 a.m.

Secretary/Treasurer of ABIS
Julie McDonald