

SCS Business Meeting

November 2005

1 hour, 20 minutes

International Precision Teaching Conference

Pittsburgh, Pennsylvania

Meeting called by: Michael Fabrizio
Facilitator: Michael Fabrizio
Time Keeper: Michael Fabrizio

Type of meeting: Business meeting
Note Taker: Janet Radcliffe

Please read: Draft agreement between the SCS and BRCo for the provision of administrative support services.

Agenda

Reading of minutes from May 2005: Michael Fabrizio 5
ABA business meeting

Discussion: Motion that the minutes not be read aloud, but accepted by the membership as distributed to the SCListserv.

Conclusions: The minutes were approved as sent previously.

Action Items: NA

Person responsible: Michael Fabrizio

Deadline: ASAP

Follow-up on To-Do items from our May 2005 business meeting Michael Fabrizio 5

Discussion:

- (1) Create an agreement between the SCS and BFCo re:
- Duties to be performed
 - Financial frequency

- Action item completed

(2) Remove all (the current) signers from the SCS checking account and replace them with Sandy MacLeod and Nancy Hughes-Lindsley.

- Action item completed

(3) Write letter of thanks to John Shewmaker for serving as treasurer.

- Action item not completed

(4) Elect a new treasurer:

- Treasurer will be voted on with the assistance of Nancy Merbitz and Will Burrows who will try to find nominees for the membership to vote on.
- Vote will be through e-mail, snail mail, and/or at the ABA conference. (Rick Kubina and Bill Helsel will serve as co- interim treasurers until May)
- Kirby Brown stated that his wife, Virginia Brown, would like the position of treasurer.
 - She has been nominated to be treasurer by Abigail Calkin.
 - Her name will be on the election ballot for May.
- If there are others who are interested, their names need to be sent by e-mail to Nancy Merbitz and/or Will Burrows.
- In May, we will elect the new treasurer.

Person responsible: (1) executive committee
 (2) Executive committee
 (3) Michael Fabrizio or Sandy MacLeod (SCS secretary.)
 (4) Nancy Merbitz and Will Burrows

Report from the JPTC editorial board Alison Moors/Clay Starlin 5
 Discussion:

- Accessing the JPTC through PsychInfo
 - You can now search the JPTC through the PsychInfo Database.
 - To maintain our listing status with PsychInfo, the database administrators require that the JPTC maintains a regular publication schedule.
 - Because the JPTC is now 1.5 to 2 years behind publication schedule, we risk PsychInfo dropping the JPTC from its database if we do not get additional issues published soon.

Conclusions:

- A new issue of JPTC needs to be published immediately.
- Jesus Rosales has written an editorial in the journal that may change the style of publication.
- We have a right to get a journal because it is part of our registration fees.
- We must avoid a dangerous cycle related to irregular publication schedules
 - Without regular publication, fewer articles get submitted
 - Because fewer articles get submitted, publication is even further delayed
- We need an issue published to increase the people submitting articles.
- Rick Kubina also pointed out that Jesus' term as Editor of JPTC ends in May 2006. The Editor is elected to a 4-year term, but is to spend the last year transitioning the editorship of the JPTC over to the incoming Editor.
- Accordingly, the SCS will elect a new Editor to begin taking over from Jesus Rosales during their May 2006 meeting at ABA

Action items:

- Chuck Merbitz will encourage his students to submit articles to the JPTC.

- Abigail Calkin suggests that some of the chart shares presented by the students be submitted for publication.
- Michael Fabrizio has some from his people that have been submitted, but not yet published.
- It would be nice to see Jesus Rosales (and all future Editors of JPTC) attend these conferences. Michael Fabrizio reminded the group that Jesus Rosales does not make it to the IPTC because he is part of the clicker training community and that that community holds a gathering at the same time as the IPTC, and that Jesus was clear about this conflict when he was elected Editor.
- Chuck Merbitz said that there will not be a conflict next year between the IPTC and the Clicker Expo.

Person responsible: Chuck Merbitz and Janet Radcliffe will encourage CSOPP people.

Deadline: ASAP

Treasurer's report Bill Helsel 5

Discussion: Total registrants for the 18th annual IPT: 179

Total attending are 171.

Total gross revenues from the 18th IPTC (as of the date of the meeting): \$35,860.00
 \$12,310.00 of these dollars were generated from workshop revenues, which must be paid out to presenters

Total dollars received: \$32,875.00 collected as of Friday 11/5 for 2005
 - remaining balance in organizational PO's and unpaid registrations

Thanks to the efforts of the folks at PLEA, the SCS also now has a complete membership list.

Estimated 18th IPTC Expenses: \$17,775.89

\$35,860.00—conference revenues

\$17,500.00—site expenses (already paid)

\$12,310.00 workshop fees

\$3000.00 estimated outstanding expenses

\$3,050.00—Approximate net profit.

Conclusions: Report was submitted

Action Items: report was approved

Person responsible: Bill Helsel

Deadline: NA

Report on the 18th IPTC**Bill Helsel****5**

Discussion:

- The conference went really well!
- The chart share before the meal and drinks went well.
- Workshops were great.
- The cost was high, but worth it.
 - A sliding scale for non-professionals might be helpful.
- Abigail Calkin thinks that the presenters had great material and that the attendees were more knowledgeable about PT than attendees in the past, thus the reason for more people here this year.

Action Items: Send suggestions and concerns for improvement for next year's conference to Chuck Merbitz.

Person responsible: Anyone with concerns, comments, or suggestions.

Deadline: Before Feb. 2006.

Report on the 19th IPTC**Chuck Merbitz****5**

Discussion:

- the 19th IPTC will be held again in Lyle, IL
- There is an advance flyer.
- The website will be up by Jan. 1st.
- Paper submissions by March 15th.
- We will work on getting more local people to attend the conference and try to get more parents to attend as well.
- Illinois is now building a resource base for parents and will have information for them.
- The conference will be held Nov. 2-4th, 2006.
- Suggestions for adding input on how to perfect the conference set up.
 - Carl Binder suggested that there be some unstructured time to get together socially during the conference for just sharing, or maybe time between sessions. He suggested that we have an extra day so that attendees can visit, socialize, and have informal meetings to share information.
 - Suggestions: Chart share first and then food and mingling after. Drinks can be had during the chart share time.
 - Michael Fabrizio suggested that lunch occur on our own or as a buffet style with sandwiches and then mingling, but no speaker. (Less formal)
 - Ian Spence suggested that lunch occur in the display room so that people are in contact with vendors and posters.
 - Chuck Merbitz expressed concerns regarding the conference registration fees being so high
 - Michael Fabrizio would like to increase fees for professionals.

- Chuck Merbitz suggested a sliding scale for parents and students.
- Michael Fabrizio suggested that first-timers get a fee reduction.
- Chuck Merbitz thinks that CSOPP will have about 70 people coming.

Conclusions: The next conference is in Lyle, IL November 2-4th, 2006. Flyers are out already. Send paper submissions in by March 15th, 2005.

Action Items: Chuck will try to get the clicker training people to come.

Person responsible: Chuck Merbitz

Deadline: March 15, 2005.

Selection for the location of the 20th IPTC Michael Fabrizio 10

Discussion:

- Select site for Nov. 2007:
 - Nancy Hughes-Lindsley motioned that we hold the 20th IPTC in Kansas City, Missouri and that the conference would occur in conjunction with the opening of the Lindsley Archives.

Conclusions: Motion seconded and passed. The 20th IPTC will be in Kansas City, Missouri in Nov. 2007.

Action Items: the local committee will work on this.

Person responsible: Nancy Hughes-Lindsley and the executive committee

Deadline: NA at this time.

Appointment of an Ad Hoc committee Michael Fabrizio 10
On the electronic publication of JPTC

Discussion:

Michael Fabrizio would like to appoint an ad hoc committee to investigate issues related to the electronic publication of the JPTC. The goals of this committee would be as follows:

- Analyze the pro's and con's involved with publishing the JPTC primarily in electronic format.
 - Ease of production
 - Ease of distribution
 - Costs
 - Other?

- Prepare a brief report that contains recommendations by May 1, 2006 for presentation to the SCS membership

Deadline May 1, 2006

Committee leader: Nick Berens

Committee members:

- Jesus Rosales, Rick Kubina, Chuck Merbitz, Stu Harder, Carl Binder, Scott Born, Abigail Calkin (these people may want to consider talking to Joe Cautelli as publisher of the online journal The Behavior Analyst Today.)

Conclusions: committee selected

Action Items: When to meet and who is in charge?

Person responsible: Nick Berens

Deadline: recommendations due to the SCS Executive Committee no later than May 1, 2006

Review and voting on the draft Agreement between the SCS and BRCo for the provision of Administrative support services

Michael Fabrizio

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Discussion:

Previous review process:

- Draft agreement was previously reviewed and approved by:
 - o SCS executive council
 - o Nancy Hughes-Lindsley

Duties BRCo will perform:

- Receive and process all regular invoices the SCS must pay related to the operation of the SCS
- Maintain a list of all members of the SCS
- Handle routine billing for and payment of annual membership dues.
- House all copies of the JPTC
- Distribute JPTC
- Establish a checking account in the name of the SCS and assume signatory rights over that account
- Report to the executive committee twice per year re: activities
- Payment for these services: \$150.00 per month initially
- Suggestions: the membership moved to approve the agreement in principle until the lawyers see it and then vote on the agreement itself at ABA.

- Will the society reimburse Nancy for the cost of having her attorneys review the document? This motion was made, seconded, and passed by the membership with a cap of \$250.00 an hour for two hours of an attorney's time (limit to \$500.00 total).
- Nancy Hughes-Lindsley asked whether the SCS was a non-profit or a not-for-profit organization
 - o Michael Fabrizio replied that the SCS is chartered as a not-for-profit.
- Vote: the membership agreed to approve the agreement in principle, with final approval pending attorney review. The membership will vote on the final agreement at the May 2006 meeting of the SCS.

Conclusions:

- The agreement is agreed upon on principle; the executive council of the SCS will decide the payment BRCo receives each month in conjunction with BRCo. The attorneys will be paid by SCS and Nancy will be reimbursed by the SCS for any attorney fees she incurs (up to the \$500.00 maximum)
- Both the SCS and Nancy have the option to stop this process at anytime.

Motion passed.

Action Items: get lawyers.

Person responsible: executive committee

Deadline: attorney review must be completed by May 1, 2006

Other new business

Michael Fabrizio

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Discussion:

(1) motion proffered by Will Burrows. This motion requests that the annual meeting of the SCS occur at the IPTC and not at ABA (because of time constraints, the membership decided that this will be discussed at our May 2006 meeting at ABA)

(2) motion proffered by Will Burrows: This motion request that all nominations for and election of officers for the SCS occur by mail (e-mail or snail mail or in person) so that, "...all members can have a voice in the organization."

Discussion: Chuck 2nd this.

- Discussion occurred around ensure that only paid members vote and that the ballots be sent via email or postal mail.
 - o The SCS executive committee will make this decision.
- Michael Fabrizio will appoint a committee to review this matter and recommend procedures that allow the maximum number of SCS members to participate fully in SCS matters.

- Michael appointed Will Burrows and Nancy Hansen to head up this committee.
- Vote- everyone agreed to form the committee and review their recommendations at our May 2006 meeting

(3) motion proffered by Michael Fabrizio: This motion structures how payment is handled for workshops conducted at the IPTC. If this motion passes, workshop fees will be considered to consist of two parts—base fees and materials fees. Both fees will be collected by the local conference organizing committee. For each workshop presented at the IPTC, presenters would receive 50% of the base fee; the Standard Celeration Society will receive 25% of the base fee, and the local group sponsoring the conference will receive 25% of the base fee. Presenters will receive 100% of the materials fee.

Discussion:

- Because of expenses incurred by the SCS in offering workshops (e.g., additional room rental costs, additional equipment rental costs, workshop fees must be at least \$20.00 per person for each hour of the workshop.
- Rick Kubina stated that SCS should get a large part of the workshop fees.
- The membership agreed and the motion was changed such that 75% of the total workshop fees will go to the presenters, with the remaining 25% going to the SCS
- For the current IPTC, the \$12,000 that we have now is that 75% to the presenters and 25% to the society for this year. This was voted on and approved by the membership.

Additional Information

Chuck would like the SCS Executive Committee to appoint a task force make recommendations to the membership regarding establishing PT standards as a science.

Michael Fabrizio created such an ad hoc committee and appointed Abigail Calkin to head the committee. Invitations to Hank Pennypacker and John Eshleman will also be extended to join the committee

The membership approved the formation of this committee.

Meeting adjourned.