

**System Dynamics Society
DRAFT Minutes of the
Policy Council Meeting Winter 2012 (face-to-face session)
Thursday, January 5, 2012; 10:00 AM
Cambridge, Massachusetts USA**

IN ATTENDANCE: David Ford, President; Kim Warren, President Elect; Jay Forrester, Founding President; Brad Morrison, Secretary; Lees Stuntz, PC Member, Len Malczynski, PC Member (by phone); Burcu Tan, PC Member (by phone) and Roberta Spencer, Executive Director

I) Opening and Welcome

David Ford called the meeting to order, welcomed the attendees, and reviewed the Winter Meeting process.

A) Review of electronic motions since the 2011 Summer PC Meeting

- 1) Temporary Appointment of Florian Kapmeier (January 1, 2012 to December 31, 2012 partial term) to serve as PC Member replacing Kim Warren (original term 2010-2012).
- 2) Approve nominations to fill the Publications Committee
 - o Susan Howick, to fill out the final year of the term of Rogelio Oliva, and to fill a three-year term of her own, 2013, 2014, 2015.
 - o Edward Anderson, to fill a three-year term, 2012, 2013, 2014.
 - o The full three-person Publications Committee will now consist of these two plus Etienne Rouwette, finishing his three-year term 2011, 2012, 2013.

B) Review of the Tentative Schedule

January 12: Minutes and motions posted on PC Menu

January 13 – February 3: Online discussion of proposed motions

February 4 – February 19, 2012: Final discussion (one week) and voting (one week).

February 20, 2012: Meeting Adjourned

II) Vice Presidential Reports – Presentation, Discussion and Announcements

Reports are available on-line. These minutes contain only items discussed at the face-to-face meeting.

A) Chapter Activities: Martin Schaffernicht

Roberta has received an inquiry from a member about possibly establishing a chapter in Canada.

The Policy Council wants to acknowledge that Martin is going a great job and especially to recognize his good work in developing a standard template for chapter reporting.

B) E-Presence: Robert Eberlein

Jay suggests that Bob E sends an email with information about how to access the discussion forum, full instructions, how to join, auto downloading, and the addresses and links necessary to all members or people in our data base and to make such an email a recurring announcement.

Roberta asked about the possibility of being able to add a new member to the discussion forum when they join the Society and will follow up with Bob E.

The Policy Council congratulates all those who worked in the project to post a library of case studies of system dynamics in use.

We had some discussion as to whether we need a webmaster, asking what the webmaster would do. Kim said the UK webmaster maintains the website. Roberta mentioned that the topic of a redesign of our website has been discussed in the recent past. The group discussed that the website is our public face. We need a plan for web presence as a face for both members and the outside community. The Policy Council would like to encourage Bob E to participate in the strategy development process with an eye towards our e-presence.

C) Finance: David Andersen

There was no report posted at the time of the meeting, but we expect to have one soon.

The Policy Council asked what the approved budget includes with regards to K-12 outreach.

D) Meetings: Andreas Größler and AVP Enzo Bivona

1) 2011 Conference Report: Roberta Spencer

The report is posted. Roberta will make sure that the St Gallen team gets the information in this report about what worked well for the Washington, DC conference

Jay said Hyatt in Washington, DC did not live up to our standards in areas such as coffee breaks, water availability and service from the staff.

We achieved a strong surplus partly due to sponsorship funds that came in near the time of the conference, after most expenditure decisions had been made. Also, registrations were about 50 more than estimated and budgeted.

2) 2012 Swiss Conference Report: Stefan Groesser and Markus Schwaninger

Roberta reported that the local organizers are doing a great job. The program committee is doing a great job. The University meeting space looks great. We will be staying in several hotels.

3) 2013 Cambridge Conference Report: Roberta Spencer

The site will be the Hyatt Hotel in Cambridge, MA.

4) 2014 and beyond Conference Report: Andreas Größler

This topic is moved to the discussion items, later in the meeting.

E) Member Services: Etienne Rouwette

There will be a motion to establish a BioMedical SIG.

F) Publications: George Richardson

There was no report posted at the time of the meeting, but we expect one for the summer meeting.

G) Executive Director: Roberta Spencer

See on-line report. A full annual report on the home office operations for the 2011 fiscal year will be presented at the Summer Policy Council Meeting.

III) Committee Reports – Presentation, Discussion and Announcements

A) Standing Committees

1) Administrative Committee: Peter Milling

The Administrative Committee chose not to meet, because there were no pressing issues. The Committee will meet electronically if an issue requiring their attention should arise.

2) Awards Committee: Khalid Saeed

There will be a motion to specify the structure of the selection committees for the various awards and also a proposal for an Innovation Prize.

3) Nominating Committee: Rogelio Oliva

The report contains the slate of officers nominated for 2013.

4) Organization and Bylaws: Brad Morrison

The report includes proposed by-law and policies documents that will replace the existing versions. The goal is for the Policy Council to pass a motion now to adopt the new by-laws, so that a motion to do so can be brought to the general membership at the Summer General Business Meeting. The ballot would then take place electronically immediately after the General Business Meeting, as per the procedures to modify the by-laws. The Policy Council alone can modify Policies, so the plan will be to adopt the new Policies once the new by-laws are approved. The President thanked the Committee for hard efforts. He suggests reading the new by-laws and policies, although the report includes old versions for those who really want to see the changes. The President requested the chair to ask the VPs to review their role descriptions and duties in the by-laws and policies. The President also asked that the Committee cross-reference these documents with the role descriptions and duties on the website.

5) Publications: George Richardson

6) Strategy Committee: David Lane

B) Ad hoc Committees

1) Conference Selection Committee: Andreas Groessler

2) Conference Scholarship Committee: Bob Eberlein

3) Diversity Committee: Peter Hovmand

The Diversity Committee is working on a survey for spring 2012 that will assess a number of questions raised during the summer 2011 PC meeting regarding diversity. As with last year, analysis of membership demographics for 2011 will be presented in the following year at the summer PC meeting (i.e., ISDC 2012 for 2011) as opposed to the winter PC meeting to avoid misperceptions of trends due to lags in membership renewals.

Peter requests that the Organization and Bylaws Committee considers including diversity as part of job duty of the VP Members.

- 4) Education, Outreach and Public Understanding Committee (EOPU): Lees Stuntz

Please see the report online.

- 5) Society Program Oversight Committee: Rogelio Oliva

Please see the report online. Rogelio has kindly agreed to extend his term as chair of SPOC to a date no later than the St Gallen conference (until a successor can be found). We are looking for a replacement of the Chair position, so that Rogelio can step down to focus on his duties as Executive Editor of the *System Dynamics Review*. Any member who is interested is encouraged to contact the President.

There was a discussion about whether it is appropriate for the SPOC to report to the VP Publications, or if the committee should report to a different VP.

- 6) Society Investment Committee: Roberta Spencer and David Andersen

There was no formal report, but Roberta stated briefly that all investment funds are in place. As of the end of the third-quarter, there is a little paper loss on investments.

- 7) Committee on The Organization of the System Dynamics Society: Bob Cavana

They are undertaking a benchmarking effort to ask how well we are doing as a Society. David F. has reconstituted the Committee with the same membership and chair as before.

- 8) Strengthening the Field Committee (SFC), aka Chapter Development Fund Proposal Committee: Andreas Groessler

This topic is moved to the discussion items, later in the meeting.

IV) DISCUSSION ITEMS

- A) European Default Conference Site Selection (See report by VP Meetings, Andreas Groessler.)

There are seven potential default sites in Europe. The analysis to compare the sites considers costs and impacts from participant's perspective as well as a view of impact from perspective of Society. We need to make our selection of the site for 2014 by this Summer's Policy Council meeting. The President, the VP Meetings and Conference Selection Committee members are working on this.

- B) Membership renewals including: rolling membership vs calendar year

A suggestion was made that we automatic renewal of membership and a dues charge to credit card become the default practice rather than asking members if they wish to renew. After some discussion about the difficulties created by unwanted renewals, it was the sense of the meeting is that there are too many downsides.

Tiered dues administration: A concern was raised that in the tiered dues structure, a member could pay less than the default membership fee of \$150 if the member claimed a lower income. The sense of the meeting was that there was no need to change the tiered dues structure.

C) Chapter Development Fund proposals and use

David Ford asked how the Society can keep touch with more remote Chapters. We also discussed ways that Chapters can build system dynamics skills and capacity in their localities. Jay suggested a coaching model - working with small groups of people who will go into more advanced topics along the lines of the Guided Study Programs, which also need guidance as people worked their way through the subject matter. Road Maps was designed as an individual, private study. The Guided Study Program was designed to be used with coaches. The Program required the equivalent of about one full time coach to about 20 participants to support guided study. The discussion concluded with the following three suggestions:

- 1) Ask Martin to re-encourage the Chapters to put forth proposals for capacity development and to get a report from Brazil.
- 2) Use the Strengthening the Field Committee, chaired by the VP Meetings as per the motion to constitute the budget, to evaluate a proposal if one should come.
- 3) We should have broader conversation about strengthening the field.

D) Guidelines on how to make a motion

Roberta suggests creating a sheet on our governance page with guidelines about how to propose a motion, which can get complicated especially during the electronic sessions.

E) Communication with Chapters and SIGS

Kim suggests adding a sentence to Chapter Bylaws to say that Chapters should be consistent with local laws. We should consider adopting a policy that says that Chapters comply with local laws.

F) Book Proposal

We received a proposal from an author to write a book about the history of system dynamics and Jay's life. Roberta will write a draft and David will communicate that the Society would like this to happen but is not in a position to fund it.

G) How do we manage Ad hoc committees' membership and activities?

We have been inconsistent in the way we form Ad hoc committees, manage their membership, and include their reports. Policies state: "The duties of Ad hoc Committees shall be specified by the officer creating the Committees". The Bylaws state: "Any officer wishing assistance in carrying out prescribed duties may appoint Ad hoc Committees, provided that the term of said committee falls within the officer's own term of office, and provided said committee does not infringe unduly upon the authority of a Standing Committee or an officer of the Society." The sense of the meeting was that we should include reports of these committees on the agenda during the reports of the VPs to whom they report.

H) What is the role of AVPs?

The recommendation is that VPs pay attention to succession planning and to involve the AVPs to help share the workload.

V) **Motions to be voted on electronically**

These preliminary draft motions are open for discussion. The full text of each pre-motion appears in the Policy Council online menu. Voting on the motions will be required by the Policy Council. This electronic discussion period allocates time for "conversation" similar to the exchange of ideas

during a meeting. It allows for reflection and a simple way to converge on a correct motion before it becomes a “formal” motion that will be put to a proper vote. Motions can be amended (friendly amendment) providing there are no objections. Motions can be withdrawn if agreed by both proposer and seconder, also providing there are no objections. It would be as if the motion was never made. These are described briefly below but will be presented with full details on the Policy Council Menu page.

- Motion to approve the Minutes of the 2011 Summer Policy Council meeting in Washington, DC as posted on the Society web site. David Ford
- Motion to approve Slate of Candidates as included in the Nominating Committee’s report. Rogelio Oliva
- Motion to approve the updated list of committee memberships and terms for Bylaws Committee and Strategic Development Committee. Brad Morrison
- Motion to authorize an Innovation Award, formerly known as the Lifetime Achievement Award. Khalid Saeed
- Motion to define term limits for the awards selection sub-committees. Khalid Saeed
- Motion to propose adoption of the revised Bylaws to at the Summer 2012 General Business meeting of the Society. Brad Morrison
- Motion to adopt the revised Policies, contingent on the approval of the new By-laws. Brad Morrison
- Motion to recognize the Biomed SIG. Etienne Rouwette.

Adjourned at 5:04 pm