

# **Policy Council Meeting**

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Dec 13, 2023

5:00 - 6:30 New York Time

## **CHECK-IN**

**How did you initially get interested in SD and why are you still committed to helping grow the field?**

## **QUESTIONS OR COMMENTS**

**Enter HU in chat OR enter your question or comment**

# President's Welcome

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**Brad Morrison**

Brandeis University

- Welcome everyone!
- Let's get to the agenda...

# 2023 Policy Council Meeting - December

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0:05 Welcome and Agenda (Brad)

0:05 Motions (Brad)

0:05 Dashboard and Exec Director Report

0:20 VP & Committee Reports

    0:10 2027 Conference Proposal (Sara)

    0:10 Executive Committee (Brad)

0:05 Budget Discussion (Eliot)

0:05 Nominating Committee (Shayne)

0:10 Next Year's Meeting Times (Allyson)

0:15 Policies and Bylaws Committee (Bob)

0:05 Recognition of Retiring Officers (Brad)

    Adjournment

# 2023 PC Motions Summary (Brad)

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## UPCOMING

- (1105) Conference meeting site (Sara)

## IN PROCESS ONLINE

- (1099) Budget 2024 (Eliot)
- (1100) Reserve designations 2024 (Eliot)
- (1101) Policy changes for nominating process (Bob)

## VOICE VOTE TODAY

- Meeting minutes, November (Lees)

## PASSED (bold items passed in or since last meeting)

- **(1096) Policy update - general cleanup by Bob Eberlein(J. Bradley Morrison)Y:18/N:0/A:0/NV:7**
- (1095) Motion to approve the July and August (Sep 6th) 2023 PC minutes(Lees)
- (1094) Motion to approve that candidates shall not engage in any campaign activities beyond personal outreach and answering questions (Lees)
- (1092) Motion to approve no use of SDS resources and positive campaign (Lees)

# Motion to Approve Policy Council Minutes

*November, 2023*

*Moved by Lees Stuntz*

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To approve the Policy Council Meeting Minutes November, 2023

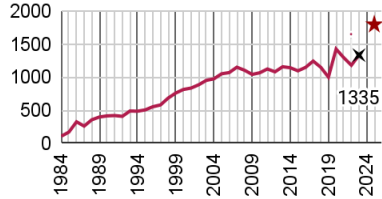
<http://bit.ly/SDSPCNotes>

# Dashboard of SDS Objectives and Key Results (WIP)

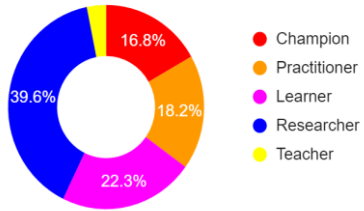
Last Update  
2023-12-01

## Membership

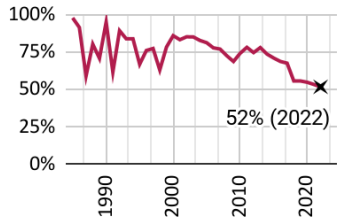
### Members (y)



### Self ID (347 members)

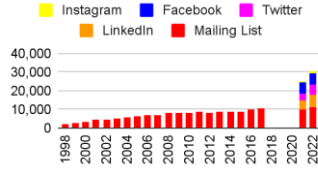


### Retention Rate (y)



## Awareness

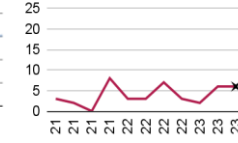
### Total Subscribers



### Conference Registrations (y)

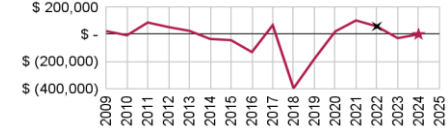


### Referral Requests



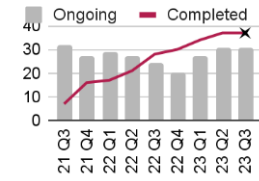
## Financial Health

### Net Operating Income (NOI)

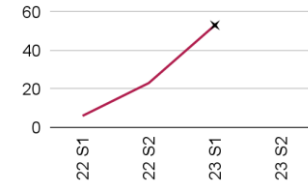


## Knowledge & Skills

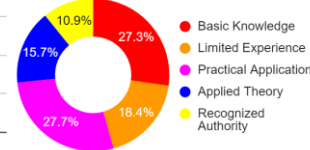
### Mentees



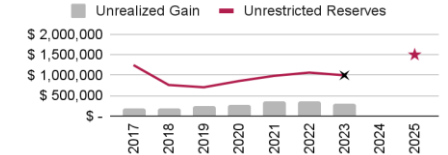
### Degree Programs



### Skill Level (451 members)

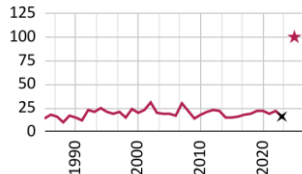


### Reserves

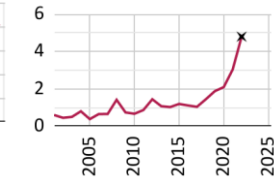


## High-quality Outputs

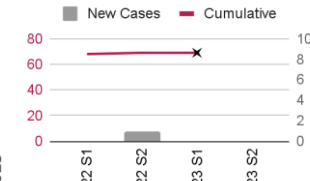
### SDR Articles (y)



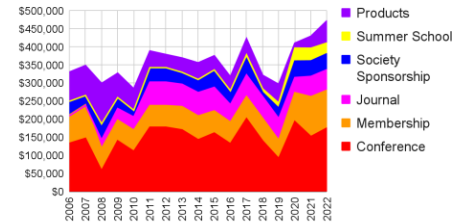
### SDR Impact Factor (y)



### Cases

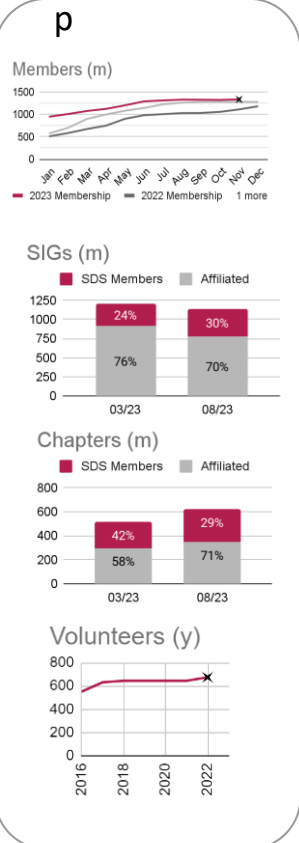


### Income After Direct Expenses

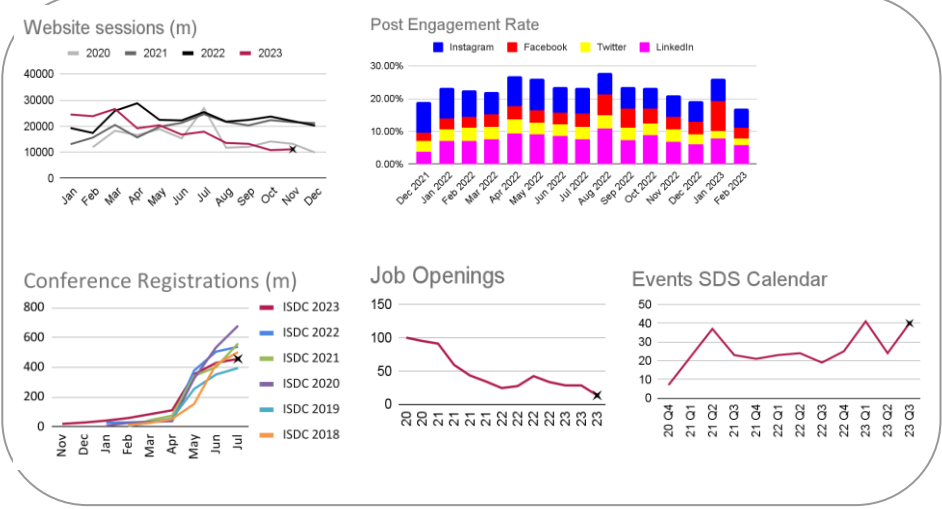


# Operational Metrics

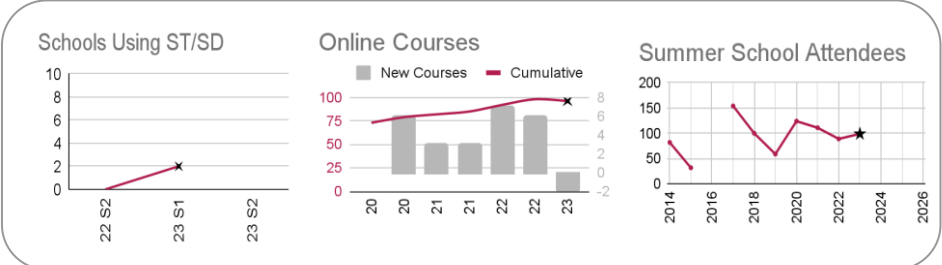
## Membershi



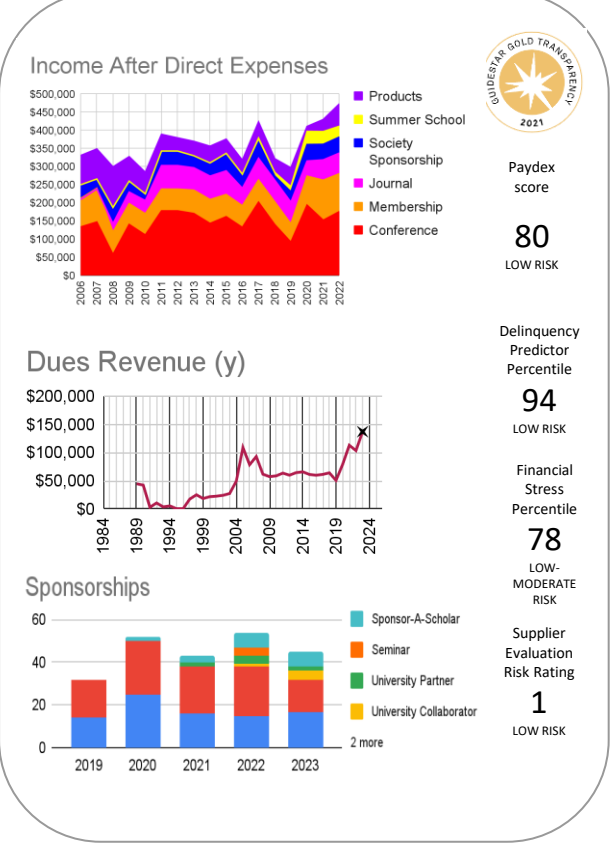
## Awareness



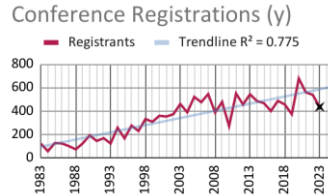
## Learning



## Financials



# Executive Director Update



- Digging into Conference Data
  - Stalled Survey
  - [Four Years of Conference Attendance Data](#)
    - Membership Retention Rate is 50%
    - Conference Retention Rate is 40%, despite hybrid
- Other Exploratory Initiatives (would you like to join?)
  - EPresence - Salesforce Exploration
  - Grants
  - Conference
    - [Attendee Pitch Book \(DRAFT\)](#)
  - University Innovation Team
    - Pitch Book
    - Shared Curriculum



# VP Meetings: 2027 Conference Proposal

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**Sara Metcalf**

University at Buffalo

- Report 1047 posted.
- Electronic motion 1105 open: **to approve Cleveland as the site for ISDC2027 with Peter Hovmand and Warren Farr as Organizing Chairs.**
- Timing: July 18-22, 2027
- Proposal Presentation
- Questions



# Bid to host ISDC 2027 in Cleveland Team

## Co-chairs



Peter Hovmand  
Professor, Center for Community Health  
Integration  
Professor, Biomedical Engineering  
Case Western Reserve University  
Cleveland, Ohio



Warren Farr  
Informed Dynamic Solutions  
Chagrin Falls, Ohio

## Committee

- Brian Biroscak
- Joy Fan
- Anika Krishna
- Braveheart Gillani
- Heidi Gullet
- Callie Ogland-Hand
- Robinson Salaza
- Bethany Snyder

# Budget for ISDC 2027 Cleveland Bid

Expenses	USD
SDS Home office overhead	\$ 125,000
Travel costs for SDS office	\$ 10,000
Meeting rooms	\$ 27,000
Poster pin boards	\$ 5,000
Internet	\$ -
Catering	\$ 21,000
Other supplies	\$ 3,000
<i>Subtotal expenses</i>	<i>\$ 191,000</i>

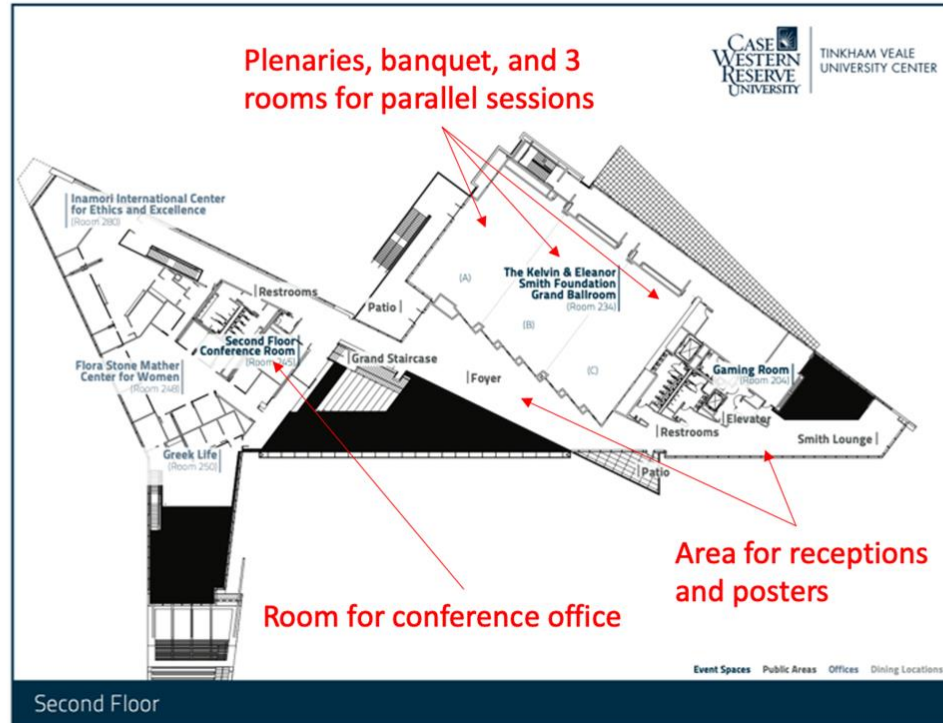
Income	USD
Registrations	\$ 215,000
SDS sponsorship	\$ 25,000
Local sponsorship	\$ 10,000
<i>Subtotal income</i>	<i>\$ 250,000</i>
<i>Net income</i>	<i>\$ 59,000</i>

# Tinkham Veale on Case Western Reserve University Campus as main venue

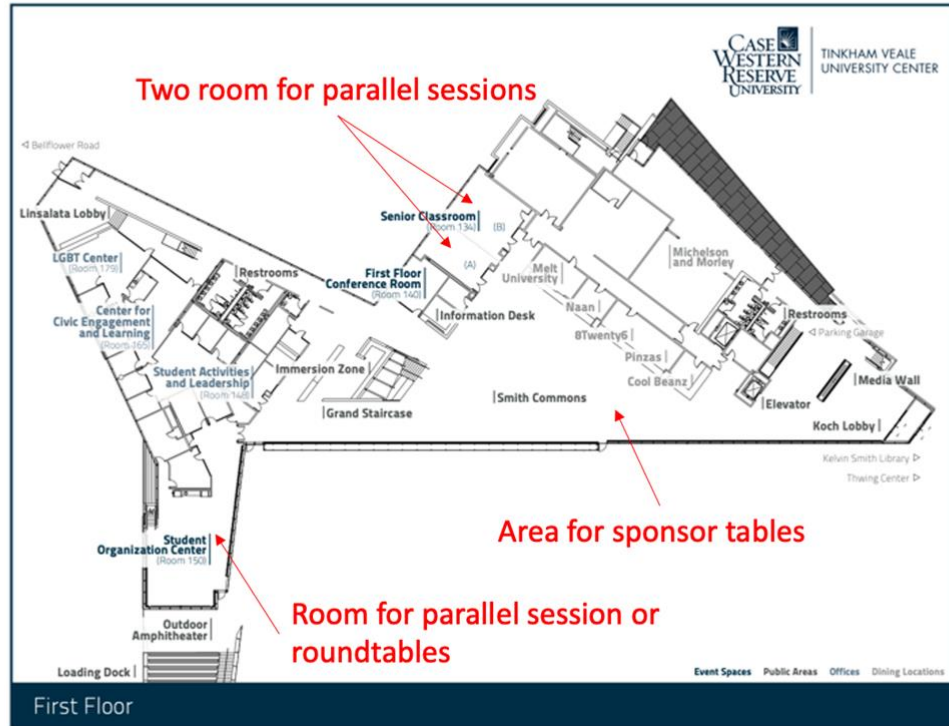


- Fees are by the hour per room
- Include all AV, free WIFI, setup and breakdown and event coordinators from the University Center staff
- Hourly rate discounted for nonprofits and heavily discounted for university departments
  - E.g., full ballroom is \$875 per hour for external groups, \$700 per hour, *and \$175 per hour for university departments*
- Located at the heart of campus in University Circle and less than 6-minute walk to additional classroom spaces

# Tinkham Veale Grand Ballroom



# Tinkham Veale Grand Ballroom



# Tinkham Veale Grand Ballroom



Lecture capacity of 750 people  
Banquet of 440 people

Tinkham Veale Grand  
Ballroom 1/3



Tinkham Veale First Floor for  
Exhibitors



Tinkham Veale Grand  
Ballroom Foyer



- Lecture capacity of 250

- Reception capacity of 275
- Lecture Capacity of 250



# Classrooms in Tinkham Veale



**Senior Classroom A + B**  
Lecture capacity for A of 30  
Lecture capacity for B of 40



**Student Organization Center**  
Lecture capacity of 42

# Meeting rooms in Tinkham Veale



**Second Floor Conference Room for Home Office**  
Meeting capacity of 16



**First Floor Conference Room for small meetings**  
Meeting capacity of 16

# Executive Committee Report

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**Brad Morrison**

Brandeis University

- Introduce attendees
- Discuss the history and role of the Executive Committee
- Share summary of topics discussed

# Executive Committee Update (Brad)

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**Past President:** Shayne Gary

**President:** Brad Morrison

**President-Elect:** Allyson Beall King

**Vice President Finance:** Eliot Rich

**Secretary:** Lees Stuntz

**Appointed Members:**

Raafat Zaini

**Ex-Officio:**

Rebecca Niles

Raquel Buzogany

**Guests Invited**

- Bob Eberlein
- Peter Hovmand
- Thomas Wittig
- Sara Metcalf
- Billy Schoenberg
- Asmeret Naugle
- Saras Chung

## Role of Exec Comm:

- Keep topics moving between PC meetings
- Organizing and planning PC meeting discussions (in the interest of PC efficiency)
- Creating and maintaining organizational memory
- Emergency decision making

## Topics Discussed

- Governance
- Finances
- Operations
- Strategy

# Finance Committee - 2024 Budget Proposal

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**Eliot Rich**

University at Albany

- Projected 2023 NOI of \$27K is better than budgeted - **\$28,789** largely due to reduced expenses
- YTD 2023 gain of \$64K in unrealized investment gain
- Plan for break-even operating budget. (NOI = \$1,613).
- Increased budget to staff for website improvements and product development, removed set aside for strategy and learning committees. Can be restored when needed.

# Planned 2024 Revenues

	Account	2022 Actuals	2023 Budget	2023 EOY (Projected)	2024 Budget
<b>REVENUE</b>					
	Total 4005 Journal Income	\$80,681	\$69,500	\$82,534	\$72,390
	4010 Membership Dues	\$101,508	\$110,000	\$114,342	\$110,000
	4035 Summer School Income	\$30,425	\$30,000	\$36,510	\$35,000
	Total 4100 Annual Conference	\$237,811	\$214,000	\$209,607	\$226,405
	4152 Sponsorships - Conference	\$25,600	\$25,000	\$55,350	\$25,000
	4300 Other Operations Income	\$40		\$0	\$0
	Total 4400 Product Revenue	\$52,153	\$40,650	\$51,995	\$44,450
	Total 4429 Service Revenue	\$15,999	\$15,000	\$9,750	\$11,000
	Total 4491 Learning Revenue	\$5,393	\$4,000	\$50	\$1,500
	Total 4500 Society Sponsorships	\$37,850	\$40,000	\$28,050	\$38,000
	Total 4600 Other Fundraising	\$5,961	\$5,020	\$2,587	\$4,000
	4800 Stewardship Donations	\$2,250	\$20,000		\$0
	4700 Miscellaneous Income	\$0	\$0	\$377	\$0
	<b>TOTAL REVENUE</b>	<b>\$595,671</b>	<b>\$573,170</b>	<b>\$591,153</b>	<b>\$567,745</b>
	<b>TOTAL COGS</b>	<b>\$21,755</b>	<b>\$17,889</b>	<b>\$27,308</b>	<b>\$17,300</b>
	<b>GROSS PROFIT</b>	<b>\$573,916</b>	<b>\$555,281</b>	<b>\$563,845</b>	<b>\$550,445</b>

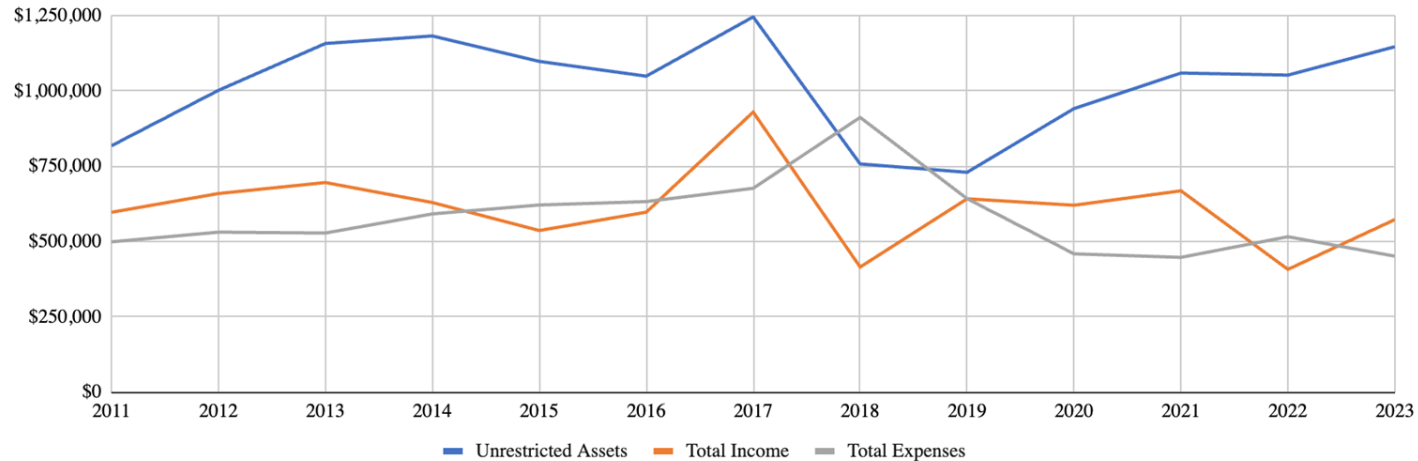
# Planned 2024 Expenditures

EXPENSES					
Total 5000 Awards	\$4,951	\$20,200	\$11,533	\$13,700	
Total 5050 Banking & Credit Card Charges	\$18,187	\$17,100	\$15,094	\$15,548	
5100 StFF / Field Development Fund	\$6,500	\$20,000	\$4,500	\$10,000	
5110 Strategy Committee Efforts	\$0	\$10,000	\$0	\$0	
Total 5350 Annual Conference Expenses	\$96,948	\$123,408	\$117,892	\$101,329	
5360 Summer School Expense	\$838	\$10,000	\$13,128	\$15,000	
Total 5370 Student Chapter Expenses	\$2,533		\$160	\$1,000	
Total 5400 Insurance	\$1,297	\$3,500	\$273	\$3,806	
Total 5500 Journal Expense	\$29,457	\$24,500	\$24,092	\$27,390	
Total 5550 Marketing	\$13,082	\$20,450	\$12,733	\$34,100	
5560 Learning and Programming	\$0	\$5,000		\$0	
Total 5570 E-Presence	\$16,786	\$18,691	\$21,772	\$31,250	
Total 5600 Miscellaneous Expense	\$373	\$500	\$75	\$500	
5640 Professional Development	\$470	\$1,000	\$76	\$500	
Total 5650 Office Expense	\$7,165	\$4,500	\$5,425	\$4,525	
Total 5660 Stewardship Expenses	\$4,481	\$5,000		\$0	
5800 Product Development	\$3,230	\$500	\$273	\$0	
Total 5850 Professional Fees	\$173,725	\$184,069	\$175,103	\$173,278	
Total 5870 Payroll Expenses	\$135,382	\$169,898	\$155,083	\$136,402	
<b>TOTAL EXPENDITURES</b>	<b>\$515,407</b>	<b>\$638,316</b>	<b>\$557,212</b>	<b>\$568,328</b>	
Total 9000 Investment Allocations	\$15,733	\$56,446	\$20,371	\$19,496	
<b>NET OPERATING INCOME</b>	<b>\$74,242</b>	<b>-\$26,589</b>	<b>\$27,004</b>	<b>\$1,613</b>	
Total Other Revenue	-\$167,531	-\$2,200	\$64,315	-\$1,500	
Total Other Expenditures	\$0		\$0		
<b>NET OTHER REVENUE</b>	<b>-\$167,531</b>	<b>-\$2,200</b>	<b>\$64,315</b>	<b>-\$1,500</b>	
<b>NET REVENUE</b>	<b>-\$93,290</b>	<b>-\$28,789</b>	<b>\$91,319</b>	<b>\$113</b>	

# Unrestricted Assets, Income and Expenses over time

## Unrestricted Assets, Income and Expenses (USD)

2011-2023 Estimated





# Anticipated Reserve Balances

	<b>Reserves Balance (EOY 2020)</b>	<b>\$ 1,125,107</b>
	+ Investment income (net) and contributions to reserves	\$ 196,257
<b>2021</b>	+ Operating income (loss)	\$ 24,614
	Change in net assets	\$ 220,871
	Reserves Balance (EOY 2021, reviewed)	<b>\$ 1,345,978</b>

	<b>Reserves Balance (EOY 2021)</b>	<b>\$ 1,345,978</b>
	+ Investment income (net) and contributions to reserves	\$ (167,531)
<b>2022</b>	+ Operating income (loss)	\$ 59,156
	Change in net assets	\$ (108,375)
	Reserves Balance (EOY 2022, audited)	<b>\$ 1,237,603</b>

	<b>Reserves Balance (EOY 2022)</b>	<b>\$ 1,237,603</b>
	+ Investment income (net) and contributions to reserves	\$ 65,359
<b>2023</b>	+ Operating income (loss)	\$ 27,000
<b>(Q3</b>	Change in net assets	\$ 92,359
<b>unaudit</b>	Reserves Balance (EOY 2023, projected, unaudited)	<b>\$ 1,329,962</b>
<b>ed)</b>		

	Unrestricted	Restricted
	<b>\$ 854,281</b>	<b>\$ 270,826</b>
	\$ 98,542	\$ 97,715
	\$ 28,614	\$ (4,000)
	\$ 127,156	\$ 93,715
	<b>\$ 981,437</b>	<b>\$ 364,541</b>

EOY FMV investments		
	<b>\$ 981,437</b>	<b>\$ 364,541</b>
	\$ (105,603)	\$ (61,928)
	\$ 64,156	\$ (5,000)
	\$ (41,447)	\$ (66,928)
	<b>\$ 939,990</b>	<b>\$ 297,613</b>

EOY FMV investments		
	<b>\$ 939,990</b>	<b>\$ 297,613</b>
	\$ 28,451	\$ 36,908
	\$ 27,000	
	\$ 55,451	\$ 36,908
	<b>\$ 995,441</b>	<b>\$ 334,521</b>

# Proposed Reserve Designations 2024

## PROPOSED DESIGNATIONS FOR RESERVES (2024)

	TOTAL	Unrestricted	Restricted
Capital Reserve		\$ 605,540	
<b>Proposed Designations</b>			
Operations Cash		\$85,902	
Chapter Development / Staff		\$200,000	
JWF award reserve		\$104,000	
Restricted			
DMA1			\$ 313,521
DMA2			\$ 21,000
TOTAL	\$ 1,329,962	\$ 995,441	\$ 334,521

# Finance Committee Motions

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Propose an electronic vote, if acceptable.

## **Motion 1:**

The Policy Council adopts the budget proposed by the Finance Committee for 2024.

## **Motion 2:**

The Policy Council designates the unrestricted assets of the Society for FY 2024 as proposed by the Finance Committee

# Nominating Committee Quick Update (Shayne)

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**Shayne Gary**

UNSW Sydney

- We received 30 nominations from members
- Nominating Committee is making good progress
- We have one (hopefully last) meeting next Monday to complete the 2025 open positions
- 2025 Open positions
  - **President Elect (2025)**
  - **VP Marketing & Communications (2025-2027)**
  - **VP Meetings (2025-2027)**
  - **VP Professional Practice (2025-2027)**
  - **Secretary (2025-2027)**
  - **4 PC Members at Large (2025-2027)**

# Policy Council Meeting Times (Allyson)

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**Allyson Beall King**

Washington State University

- Meeting times do not work well for everyone.
- Propose alternating meeting times each month so not always bad for the same people.
- Propose: 11am EST, 5pm CET if it works for the majority of PC members. Depending on results of nominations of new PC & VPs we could think about adding an alternating time for Australia, Singapore and beyond
- Also propose making recording easier to access post meeting - perhaps mailing to people and following up with those unable to attend due to time zones.

# Proposed Policy Updates (Org & Bylaws Committee)

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**Bob Eberlein**

Isee systems

- Motion 1096 passed
  - General cleanup and address change
- Motion 1097 passed
  - Populating standing committee
- Current Policies (with above changes) posted as report 1041
- Another set of recommended changes uploaded as report 1042
  - More clearly articulated timing for the nomination process
    - Move the final deadline from March 31 to April 15
  - Fallback process for completing slate when behind schedule
    - Individual nominations
    - Subcommittees appointed by the Secretary
  - Motion 1101 now open for voting
- Recusal and conflict of interest language unchanged

# Announcements

# Recognition of Retiring Officers

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**Brad Morrison**  
Brandeis University

- **Shayne Gary**, Past President
- **Bob Eberlein**, VP Epresence\*
- **Asmeret Naugle**, VP Membership\*
- **Sara Metcalf**, VP Meetings
- **Krys Stave**, VP Publications
- **David Ross Keith**, Policy Council Member
- **Paul Newton**, Policy Council Member

*\* continuing on the PC in other roles.*



Adjournment