

Some Labor Reducing Ideas

Based on Budget Implications Document of May 2003

Winter Policy Council Meeting February 2004

MIT, Cambridge, Massachusetts

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Current Task Performed	Option	Status as of Feb 2004
<p>Newsletter (twice per year):</p> <p>Layout and design for electronic form only, solicit articles, only minor editing being done</p>	<p>Revert some percentage to President or volunteer</p>	<p>Formatting labor reduced some because of no restraints on space. Labor also reduced due to minor editing, no hard copies made, or mailed.</p>
<p>Conference:</p> <p>Review recruitment</p> <p>Checking, confirming, and reminding reviewers</p> <p>Preliminary development of program summary</p> <p>Automate conference registration services</p> <p>Conference website work</p> <p>Reduce support for Conference Chair</p> <p>Conference brochures</p> <p>Conference advertising in general</p> <p>Event organization (roundtables, etc)</p> <p>Conference CD production</p> <p>Conference printed proceedings</p> <p>Exhibitor organization/support</p>	<p>Transfer to Program Chair</p> <p>Transfer to Program Chair</p> <p>Transfer to Program Chair</p> <p>Invest in this development</p> <p>Transfer to Conference Chair or volunteer</p> <p>Transfer more to Conference Chair</p> <p>Paperless</p> <p>Reduce</p> <p>Transfer to Program Chair</p> <p>Delete, revert to Program Chair</p> <p>Delete or revert to conference Chair</p> <p>Revert to Conference Chair</p>	<p>No change.</p> <p>To be determined.</p> <p>Because of new web based submission system, to be determined how we can assist Program Chair.</p> <p>No change.</p> <p>Staff performing this maintenance work.</p> <p>In fact, more work is done by Society office with regards to site selection and negotiation in NYC and Boston.</p> <p>No change.</p> <p>No change.</p> <p>To be determined.</p> <p>No change, except it will be produced after the conference resulting in less peak labor at time of conference.</p> <p>No change.</p> <p>No change.</p>

Continued on back

Current Task Performed	Option	Status as of Feb 2004
Membership/Wiley:		
Reduce membership campaigns	Revert to Wiley	No change.
Process +/- 250 memberships	Revert to Wiley	No change, on-line payments may help reduce labor.
Institutional subscription campaign	Revert to Wiley	No change.
Online membership directory	Revert to Wiley (hard copy 1/year)	No change.
Web:		
Survey web pages for updates	Transfer to volunteer	No change.
Sales:		
New in-house product development	Products arrive ready to market	No change.
Administrative:		
Reduce services to officers	Depends on commitment by officer	No change.

Hopes:

Tasks	Implications
Invest in the website, continue to increase automation.	Use “savings” to increase quality of website. Volunteers to create new automated conference and other procedures and services.
Successful Capital Campaign	Provide funding to progress rather than maintain, including attention to a “scholarship” fund for conference attendees.
Successful Awards Sponsorship Campaign	Endowment funds, interest to cover awards so that fund raising does not have to be performed to cover these awards each year.
Increase member benefits	Webcast events, discounts on products perhaps using resellers, model repository, define other services.
Sustainable multiyear budgeting	Society budgeting for 5 – 10 years, rather than one year at a time.
Clear definition of what the Society wants the office to do, including conference issues	We are doing everything that comes our way. If we need to pick and choose, what is the vision of the wise ones?

If you would like to see the backup information for this, please let me know.