

## SEINFORMS 2015 Meeting at SE DSI – Minutes

In attendance: Reza, Kheirandish, John O'Malley, Ed Showalter, Ali Nazemi, Donna Schaeffer, Bill Carper, Terry Rakes, Cheryl Aasheim, Amit Shah, George Lowry, Tim Burwell

Minutes recorded by: Cheryl Aasheim

1. Meeting brought to order at 3:10 PM on 2/25/15.
2. Approval of minutes from previous meeting  
Minutes will be circulated via email in the next few weeks as Jay was not in attendance due to illness.
3. Treasurer's report (Jay/Cheryl)  
Report will be provided via email in the next few weeks as Jay was not in attendance due to illness and Cheryl did not have access to the financial data yet.

Addendum on 3/30/2015 – Report added as an Appendix.

4. 2014 Program final revenue and cost report (John/Jay)  
Jay reported to John informally that the 2014 Program made somewhere between \$500 and \$700. More detail will be provided via email in the next few weeks. It was also noted that because the fee increase for regular attendance would go into effect for the 2015 conference, that the margins might not be as tight as in the past few conferences.
5. 2015 Program update and suggestions for conference (Donna – update, all – suggestions)
  - New track suggestions – Cyber-security and Healthcare  
A discussion about the introduction of new tracks ensued. It was decided that the two suggestions would be folded into the IT track and management tracks, respectively. It was also suggested that both of these additions could be emphasized in the call for papers (CFP) for the 2015 conference.
  - Recognizing books published by members  
It was suggested that the 2015 conference could have an outstanding book award. Discussion ensued about the necessity of one of two criteria being met in order to do so. The first was whether or not the award will draw people to the conference and the second was whether it better served the SE INFORMS members. After some discussion, it was suggested that after the CFP was circulated, an additional email would be sent requesting information about members who had authored books. The book authors could be recognized by highlighting the books and authors in an information sheet provided with the registration packets and by displaying the books on a table at registration for attendees to see.
  - Food and beverage plan  
Donna reported that after her and Cheryl reviewed the current pricing structure for the Hilton in Myrtle Beach, that the recommendation was that the current arrangement of appetizers and beverages on Thursday night and a sit-down lunch and awards ceremony on Friday would be done again. It was noted that this practice would be monitored for the next meeting to determine if changes were needed.
  - Call for papers (CFP)  
The CFP needs to be circulated soon after the SE DSI meeting.

- Sponsors

It was suggested that the process of obtaining sponsors needed to be started immediately given the timing of budgets at universities. It was also noted that a list of past sponsors for both SE DSI and SE INFORMS was available in the share Dropbox folder and that Donna should obtain a list of SE DSI sponsors from the current conference as Jason had done a good job in securing sponsors.

6. Procedures manual update (Ali)

The manual is being refined. It will eventually be in PDF format and available online. IT will outline each of the officer's duties.

7. Program Chair succession pool

As the minutes were not available, the attendees did not have access to the conversation that took place at the SE DSI 2014 officers' meeting. It was suggested that the successor be named at the 2016 meeting and Michelle Hagadorn was suggested for the 2017 meeting. She would not be available for the 2016 meeting given the timing of her being abroad for an extended period.

8. CMS update

- Difficulties for SE DSI 2015 conference

Due to security issues with the host site. The issues have been resolved by Jason Deanne and Jay. It was noted that the system is working well now for scheduling, reviewing papers, etc. However, Jason did have to schedule manually in an Excel spreadsheet for this conference.

- Suggestions for going forward

The payment function could be moved to the conference web site produced by George as the conflict between PayPal and the CMS might grow more problematic as browsers mature. It was noted that there is still difficulty in producing the proceedings. Jay, Cheryl and Ali will work together to get the proceedings from the last conference published on the SE INFORMS site.

9. Adjourned at 3:40 PM