

65th Annual SDSRT Post Conference Minutes

Deadwood, SD - 04/27/13

I. Call to order

J.J. Powell called to order the Post Conference Meeting of the SDSRT at 2:50 pm on April 27, 2013 in Deadwood, South Dakota.

The following persons were present: JJ Powell, Chairman; Andrea Kindvall, President; Megan Gilbertson, President-Elect; Shawna Strand, Vice-President; Chad Borns, Treasurer; Julie Nelson, Secretary; Karen Otterberg, outgoing Conference Chairman; Hanna Cotton, SDSRT Student Intern; Erin Ernst, ASRT student development participant; Matt Berry, Webmaster; Dan Gunderson, Out going student intern; Tom Davis, ASRT Delegate; Mary Thomas, outgoing Secretary; Kevin Lawrence, ASRT Delegate.

II. Approval of minutes from last meeting

Mary Thomas will be finishing up the minutes of the meetings held during conference.

III. Financial Report

Chad Borns

a) Chad advised anyone with outstanding bills from conference to follow up with him as soon as possible.

b) Chad reported on the silent auction. He estimated that \$350-\$400 was earned. The money will be either put into the general account. Future silent auction funds will be used for student expenses normally paid for by the SDSRT.

Megan moved to except the financial report.

Shawna 2nd the motion.

Motion to approve the minutes was voted on and passed

IV. President's Report –Andrea

Andrea reported that she has revised the president elect manual. Felt it was very important that each manual is up to date so when others take over they have a better idea of the position and responsibilities they should up hold. Also brought up the fact of the calendar for the monthly events should also be updated. Andrea also is encouraging everyone to fill out the survey. JJ will inquire if the ASRT will send the survey out again in case people did not receive the survey or to remind them to fill it out.

V. Convention Report

Committee chairman Karen reported on SDSRT Conference. She stated that from Friday-Saturday there were over 200 people attending conference. She reported with the help of her dedicated committee the conference ran smoothly. She volunteered to write down tips for the next convention. She will email Kevin the list to help him with conference in 2014. Megan had done this from the last convention in 2012 to help her and thought it would be a good tradition to up hold to make everyone's lives easier when planning conference.

Karen said there were a couple people wondering about conformation of registering for conference. She said it would be helpful to have contact information such as an email so when someone registered we could send out a generic email stating we received their check and they were officially signed up for conference.

VI. Unfinished Business

1. Website-Matt

It was a concern to the board of how much to pay Matt for the up-keep of the SDSRT website. JJ said that ASRT is very aware of each states website and are adamant about making sure each state's website is professional and keeps up the professional level that they require.

Discussion continued about a fair price for Matt's time and hard work. Chad brought to our attention, the original structure of the website cost the organization \$1660. There was talk about if the website structure was to change; Matt should be paid \$25 an hour. For routine changes there would be a flat fee of \$300.

Chad also stated that the organization has a budget of \$600 for the next year. Matt has a number of structural changes he would like to make for the website so it is more user friendly. Matt will try and give an estimate number of hours it will take him to accomplish each change with the website. Listed below are some of Matt's proposals for the website:

- a. Matt proposed to the board the thought of having a member's only section. This would allow members to access the website more often. They would have a user name and password. It would state deadlines for renewal of license and credits. There would also be a board members section which would have all manuals and other viable information for each member and lead us in the direction of the "paperless world."
- b. Matt would like to change the software of the website. The current software has many limitations, but the software he would be changing to is difficult to use if not familiar with the set up. He is hesitant of changing the software if someone else was to take over after him.

Deadlines for posting minutes of the meeting were discussed. It was agreed upon that the minutes should be written within 1 week of the meeting and sent to board members with the following week to make correction and sent to Susan for archiving and Matt to post on the website.

2. Convention Manual

Karen will be updating the convention manual to send to Kevin for SDSRT conference in 2014.

3. Technologist scholarship

It was decided on that the Technologist scholarship will be put on hold until the affiliate development program has progressed.

4. Affiliate Development Programs (Funds Requested)

JJ will be sending out an action plan so all new board members and current board members know exactly what the program is about and what we will be doing. The main concern as of now is the booklet. It will cost money to print and mail. Finding the cheapest way to print. Shawna will be looking into Western Mailers and other vendors to get quotes for the cost of printing and having them sent out. This could save the organization some money if this company were to do everything from printing and mailing. It may benefit the organization if we seal the envelopes and then give back to them to mail.

JJ asked the board if it was necessary for the ASRT to host two officer trainings. The ASRT will pay expenses for the ASRT representative to attend the meeting. It was decided on that only one meeting for officer training would be enough with everyone's busy schedule.

VII. NEW BUSINESS

1. By-laws review and recommendation for revision (wording)

JJ felt it was important that the by-laws need to be revamped. The by-laws need to be followed and a better understanding would help everyone in the organization. JJ felt there should be a committee to review the by-laws, but Tom Davis informed the board that Kevin, Senior Delegate, is the Chairman of the By-law committee. Kevin would be Chairman and JJ volunteered to help on his committee.

VIII. Schedule upcoming meetings

No meetings are set up due to board members busy schedules. Suggestions and possible meeting dates and times were discussed

A. Affiliate Development Plan Meeting

- a. Summer conference call-there was a suggestion that our conference calls can be a 1-800 number so people can call from their homes or done at their offices. They feel that if they could call from work they will be better focused on the meetings.
- b. Fall retreat- original site is no longer available. Everyone is to look for possible locations that are relatively cheap. Shawna is going to look into a bed and breakfast. Date of the meeting is still undecided.

B. Speaker requests for graduation ceremonies at South Dakota Programs

- a. Dates for program graduations will be determined and a board will attend if at all possible.

Recorded by:

Julie Nelson
SDSRT Secretary