

ASOR Executive Committee Meeting  
Hyatt Regency at Penn's Landing  
Philadelphia, PA  
Friday, November 18, 2005

DRAFT MINUTES

PRESENT: Larry Geraty, President, Martha Sharp Joukowsky, Vice-President, B.W. Ruffner, Acting Treasurer, James F. Strange, Secretary, Eric H. Cline for CAMP, Larry Herr for COP, Burton MacDonald for CAP, Eric M. Meyers, David Rosenstein, Dick Scheuer, Life Trustee, Joe D. Seger, Holly Andrews, Assistant Director, and Selma Omerefendic, Accountant.

ABSENT: Douglas Clark, Executive Director

GUESTS: Rachel Hallote, Andrew Vaughn

1. CTO by President Larry Geraty
2. Approval of minutes of Oct 1, 2005 Executive Committee—J. Strange. Moved and Seconded, APPROVED AS DISTRIBUTED
3. Burt MacDonald pointed out that a name for CAP did not receive the Executive Committee's vote in the last meeting.

BE IT RESOLVED that ASOR accept the name of Derick Counts as a member of CAP. Moved by Burt MacDonald and seconded by Martha Joukowsky. PASSED UNANIMOUSLY.

4. **Report from the President**—L. Geraty, DISTRIBUTED.
5. **Report from the Acting Treasurer.** B.W. Ruffner called upon the Executive Committee to decide how to deal with the Nies fund, which we do not own, and which earns a very small return.

BE IT RESOLVED that we remove 4% per year plus 1.5% for the fee from the Nies fund. This is a motion and a second from the Finance Committee PASSED UNANIMOUSLY.

We may be able to take \$2,000 out of the endowment fund, but only if the fund is worth more than \$301,000. The Finance Committee proposed a figure of \$216,000 for all salaries and benefits for the fiscal year beginning summer of 2006. We face a deficit for the current fiscal year of about \$350,000, including catching up on production of *NEA*. Discussion ensued on raising new money or cutting costs. It was noted that it would be easier to approach potential donors, if ASOR can show that we have its fiscal house in order.

BE IT RESOLVED that the provisional budget for FY2007 be approved as recommended by the Executive Committee to the Board, namely, with anticipated revenue of \$603,000 and expenses of \$603,026. It was understood that the proposed balanced budget includes an allocation of \$216,000 for salary and benefits. This salary pool would include support for the following: 1.

Membership and subscriptions services, 2. publications, 3. accounting and bookkeeping, 4. Annual meeting and Programs, 5. Board Relations and Development. Moved by Martha Joukowsky and seconded by Eric Meyers. APPROVED UNANIMOUSLY.

The anticipated income toward the deficit is \$50,000 from the Trustees, which is included in the \$350,000 deficit projected. About \$80,000 is anticipated as income from billing subscribers for *NEA*. It was suggested that we approach four donors to give \$25,000 each to subvent four issues of *NEA*.

THE PRESIDENT RULED that there was a consensus that ASOR form a fund-raising plan to pay the anticipated shortfall from donors yet to be named. This would be worked out with Schultz and Williams and others, perhaps using the above ideas.

BE IT RESOLVED that President Larry Geraty be authorized to use money from the temporarily restricted fund to follow up on the leads that were developed over the past months so that they can be brought to fruition. Moved by B.W. Ruffner and seconded by Eric Meyers.

BE IT RESOLVED that the existing Personnel Committee as announced in the current ASOR bulletin be disbanded immediately. Moved by Eric Meyers and seconded. PASSED UNANIMOUSLY.

BE IT RESOLVED that a new Personnel Committee be named as successor to the old Personnel Committee: B.W. Ruffner, Ann Killebrew, Martha Joukowsky, and Eric Cline with B.W. Ruffner as chair and ex officio the new Chairman of the Board and President. Moved by Eric Meyers and seconded by B.W. Ruffner. PASSED UNANIMOUSLY.

BE IT RESOLVED that the Personnel Committee be charged with the immediate task of working out the management duties of the office and take under advisement the job description of Publications Director developed by the ad hoc committee of this board and ratified by this board. Moved by Andy Vaughn and seconded by Joe Seger. PASSED UNANIMOUSLY.

BE IT RESOLVED that no one but a member of the Executive Committee be authorized to ask our Accountant for financial information without permission of the Treasurer. Moved by B.W. Ruffner and seconded by Martha Joukowsky. PASSED UNANIMOUSLY.

6. **COP**—Larry Herr noted that a prejudicial statement about religion was written on one of the ballots at the election of the Membership Meeting.

BE IT RESOLVED that the Board condemn any kind of prejudicial statement, and that this resolution stand as a recommendation to the Board of Trustees. Moved by Larry Herr and seconded by Martha Joukowsky. PASSED UNANIMOUSLY.

Larry Herr reported that COP will raise money on its own for publications apart from the goals of the Development Committee, but coordinated with it.

BE IT RESOLVED that the Executive Committee reluctantly agrees with the Baghdad Committee to allow the *JCS* to terminate its relationship with ASOR. This is a motion and second of a standing committee.

BE IT RESOLVED THAT THIS MOTION BE TABLED TO THE NEXT MEETING of the Executive Committee in order to allow the chair of COP and the editor of *JCS* to have further conversations. Moved by Andy Vaughn and seconded by Larry Herr. PASSED UNANIMOUSLY.

BE IT RESOLVED that the newly formed Personnel Committee work with COP to determine whether the Boston staff is willing and capable of handling Fulfillment. If not, they be instructed to outsource it. It was moved by Andy Vaughn and seconded by Eric Meyers. PASSED UNANIMOUSLY.

7. **CAMP** - Eric Cline had a request to form a graduate committee within CAMP. CAMP has the power to do so.
8. **COP** - Burt McDonald put forward the name of Susan Cohen to serve on CAP. PASSED UNANIMOUSLY.
9. By acclamation Larry Herr was thanked for his years of service.
10. Adjourn at 6:25 pm.

Respectfully submitted.

James F. Strange, Secretary