ACUMS Business Meeting Minutes
Hosted by George Goldsworthy and ACUMS Board
October 18, 2022 – Zoom Teleconference

Opening Remarks: President George Goldsworthy (St. Michael's College) officially calls the meeting to order at 1:05 PM. George welcomes everyone to the virtual business meeting. President George Goldsworthy (St. Michael's College), Treasurer Katherine Nelligan (SUNY Oneonta), and Secretary Dennis Bryson (Suffolk University) of the Executive Board are present. Vice President Olga Grant was unable to attend. Program Chair Pam Slentz (Hobart & William Smith Colleges), Education Chair Betsy Shortell (Harvard University) and ACUMS representative to NACUMS Pat Ring (Boston University) are also present. Membership Chair Carol Stedman (University of Rhode Island) and Communications Chair Lara Sullivan (Nazareth College) are unable to attend. George thanks everyone for joining and begins with letting the membership know the primary reason for this business meeting is to vote on a few by-law changes and to provide a few updates.

Treasurer's Report: Katherine Nelligan (SUNY Oneonta) would like to have a final vote on the 20-21 budget but first goes over some of the highlights of the budget. There was no conference or required dues during fiscal year 20-21 but $329.44 was received. The updated website created a $1,062.99 expense while The Board met for and Executive Board meeting in Saratoga Springs back in June which cost $2,696.01. All these factors contributed to a loss of $5,260.99 which left a $5,433.22 balance in the checking account. The close out of the TD bank account and transfer of those funds helped give a $12,049.07 account total. Website fees were paid ahead which provides close to a $300 discount. ACUMS also will receive some savings from the switch to Community Bank as they are only charging $4.95 a month in credit card processing fees where TD bank was charging $85 per month. The draft budget includes $8500 in revenue for the Spring Conference. With expenses estimated at $6,500, it is hoped we breakeven for the fiscal year. Betsy Shortell (Harvard University) motions to accept the Treasurer's Report. Pat Ring (Boston University) seconds the motion. By show of hands, there are no objections and the Treasurer's Report is accepted as submitted.

From this point on the Business Meeting consists of updates and the vote on the by-law changes.

George Goldsworthy lets the membership know Katherine Nelligan will by hosting the Spring 2023 Conference at SUNY Oneonta.

Katherine Nelligan indicates the Spring 2023 Conference will be held on March 12, 13 and 14 which will be Sunday through Tuesday. A room rate of $99 will be offered at Quality Inn. SUNY Oneonta will be the host site for the Educational Programming and all meals except the banquet. The banquet will be held at the hotel. There will be shuttles from the hotel to the campus if needed, but it will be Spring Break and parking should be available. It is hoped this will be a low-cost conference.

Pam Slentz asks Katherine if it is a good idea to ask members for any updated contact information or new vendor information since it has been a few years since vendors have been

able to attend an ACUMS Conference.

Katherine agrees it is a good idea to reach out to the members.

George Goldsworthy says it is great news to be on campus again for a conference and hopes the $99 hotel rate is an enticement.

Michael Koziej (University at Buffalo) thanks Katherine for hosting the upcoming conference.

George Goldsworthy also believes it is a great idea about reaching out to members and updating the vendor list.

George Goldsworthy states the next item on the agenda is the forthcoming nominations for the Spring 2023 election. A by-law change has been discussed which would allow the newly elected members to be announced at the Spring Conference and give them the opportunity to work with the current Board as it transitions.

Pam Slentz, who is the chair of the Election Committee, proposes the following changes to Article IX– Elections to The Executive Board. The request for nominations, the return of nominations, the confirmation of nominations, the vote, the closing of the election process, and the result announcement timelines should be updated in order to announce the winners at the Spring Conference. The by-law will now read as follows:

ARTICLE IX– ELECTIONS TO THE EXECUTIVE BOARD

Elections for Executive Board positions shall take place every two years by written ballot as provided below. Elections are to be conducted by an Election Committee consisting of a chairperson and at least two assistants appointed by the President. The Election Committee shall be formed at the fall general membership meeting of the election year.

The duty of the Election Committee shall be to ensure the timely completion and accuracy of each step of the election process outlined below. Only members in good standing are eligible to serve on the Election Committee.

Nominations

1. Nomination forms will be made available no later than January 9th to all members whose dues are fully paid as of January 1.
2. Only members whose dues are fully paid as of January 1 are eligible to run for office.
3. Nomination forms must be returned to the Election Committee Chairperson no later than February 3rd.
4. Members who accept the nomination to run for office are encouraged to submit a written personal statement pertinent to their qualifications for the office for which they are running. Such statements must be received by the Election Committee Chairperson no later than Feb 17th.

5. A member may accept nomination for only one Executive Board position per election.

Elections

1. Election ballots and the candidates' personal statements will be made available to all members by February 24th.
2. Election ballots must be returned to the Election Committee Chairperson by March 8th.
3. The Election Committee shall count the ballots and prepare a report of the election results to the Executive Board within 10 days of the final ballot submission date.
4. In the event of a tie vote for any position, the Election Committee and the Executive Board shall conduct a runoff election as soon as practical, but no later than May 1. In the event of a second tie vote, the two tied nominees shall each serve a one-year term. The outgoing Executive Board shall determine the order in which the terms are to be filled.
5. The Executive Board shall promptly notify the membership of the election results at the Spring Conference.

George Goldsworthy proposes to make those changes to the by-law. There is no opposition from the attending members and the change is accepted.

Katherine Nelligan proposes to make a change to Article V – Meetings. The change would move the number of required in person meetings per year from 2 to 1 and eliminate the references to "30% of members" and replace it with a "majority of members" only. The by-law will now read as follows:

ARTICLE V – MEETINGS

ACUMS shall convene one general membership meeting per year at a facility selected for the purpose on a date and time approved by the Board of Directors. Written notification shall be made in advance to members. Meetings will be conducted by the President. A special meeting may be called by the Board of Directors, upon written by a majority of members in attendance the general membership meeting. The spring shall be the "annual meeting" of Members for purposes of electing directors and officers. Purposes for which the general bi-annual meetings are to be held, in addition to those prescribed by law, by the Articles of Organization and by these bylaws, may be specified by the Board of Directors or by a writing signed by the President or by a majority of the directors or by a majority of members in attendance. If any general bi-annual meeting is omitted, a special meeting may be held in place thereof, and any business transacted, or elections held at such meeting shall have the same effect as if transacted or held at the annual meeting.

George Goldsworthy proposes to make those changes to the by-law. There is no opposition from the attending members and the change is accepted.

Katherine Nelligan provides the membership with an update on the ACUMS website. It was a

simple process to work with StarChapter to make the required updates to the page. The standard photos will need to be updated in the future to ACUMS photos. Katherine asks the members if they notice anything on the website that still needs to be changed to reach out and let her know.

George Goldsworthy wants to have more activity on the website.

Betsy Shortell lets the members know there is a proposed educational programming opportunity that will be offered to ACUMS members in November. It will be an online offering the week before Thanksgiving and will include a speaker and topic from the United States Postal Service.

As a side note, George asks if any of the members have had any postal clerks asking about CASS certification for Priority Mail brought to the Post Office.

Pat Rings asks George to send him an email and he will reach out to MTAC and attempt to find out about any information on this.

Pat Ring indicates NACUMS is still working on the July Conference and additional information may be available after the NACUMS Board meets on Thursday. It appears Providence RI, Danvers and Woburn MA, and Manchester NH are currently in the running as host sites. Hotel rates are in the $180 - $190 range a night which are much better than those offered in Boston.

Katherine Nelligan lets the members know a second reminder was sent about the payment of dues. There is a problem with members who have paid their ACUMS dues through the NACUMS website. An accounting issue has prevented ACUMS from receiving the member dues check from NACUMS.

George Goldsworthy says this is a problem that needs to be addressed.

This concludes the ACUMS Business meeting and George asks if there is a motion to adjourn.

Pat Ring motions to adjourn the business meeting. Betsy Shortell and Kip Manwarren (Colgate University) second the motion. The Business Meeting is adjourned at 1:37 PM.

Respectfully Submitted,

Dennis Bryson