

ACSP Executive Committee Meeting

Seattle, Washington

April 23, 1999.

Members present: Sandra Rosenbloom, President, Bruce Stiftel, President-elect, Wim Wiewel, Vice President, Susan Bradbury, Secretary-Treasurer, Rolf Engler, Bursar, Dennis Gale and Chuck Connerly, Southeastern Region Representatives, Marcia Marker Feld, Northeastern Region Representative, Sanda Kaufman and Cheryl Contant, North Central Region Representatives, Tom Clark and Elise Bright, South Central Region Representatives, Deborah Howe and Genevieve Giuliano, Western Region Representatives, Mickey Lauria, JPER Editor, Nancy Frank, UPDATE Editor, Patricia Baron Pollak, Chair, Institutional Governance Committee, Barbara Becker, FWIG President, Jennifer Dill and Caitlin Waddick, Student Representatives, Beatrice Clupper, Lew Hopkins and Frederick Steiner, PAB, Norm Kromholtz, AICP President-elect; Pat Gleason, ACSP staff.

The meeting was called to order by President Rosenbloom at 8:20am.

Bursar's Report - Rolf Engler

The report shows the financial activity from October 20, 1998 to April 18, 1999. The balance on October 20, 1998 was \$160,578. Total income earned between October and April was \$99,181.26 and total expenses were \$71,240.66 thus, creating a balance of \$27,940.60 for the time period October 20 to April 18. The ending balance as of April 18, 1999 is \$188,518 (the bank carryover of \$160,518.16 plus the net balance of \$27,940.60).

Motion: to accept the Bursar's report was made by Marcia Marker Feld and seconded by Sanda Kaufman. The motion passed without dissent.

Minutes - Susan Bradbury

The summary of the minutes from the last Executive Committee which was held in Pasadena on November 4, 1998 were reviewed.

Motion: to accept the minutes was made by Deborah Howe and seconded by Dennis Gale. The motion passed without dissent.

Finance and Investment Committee - Susan Bradbury

The Committee began by examining the Association's insurance needs, especially in light of the fact that we may be adding staff. In order to secure professional liability and fidelity insurance for any staff we may have and also for the officers, we need to

put in place certain financial practices. In speaking with several accounting firms they suggested that an annual audit would not be necessary, but suggested instead conducting an annual financial review. A review is very similar to an audit, but not quite as detailed, however, it does include checking balances and reviewing financial procedures. Conducting a financial review will satisfy the requirements to get insurance and also protect the staff and officers as well as the organization financially. The cost associated with a financial review is estimated to be between \$2500 to \$4500 which is reflected in the proposed budget. The costs associated with a financial review are about half of what an audit will cost. The Committee recommends that a financial review be conducted and the ACSP's financial procedures and practices be reviewed.

President's Report - Sandi Rosenbloom

President Rosenbloom acknowledged that Norm Krumholtz had just entered the room. Norm stated that he would work to overcome past frictions between ACSP and AICP and smooth things over. The relationship between APA/AICP and ACSP is very important and that he would work hard to improve that relationship.

ACSP and the Fannie Mae Foundation have an excellent relationship. Fannie Mae provides a \$25,000 grant to our conferences, they have supported student travel scholarships, they are offering a \$5000 dissertation award this year as well as sponsoring a pre-conference workshop. Although we have a wonderful relationship with them we must ask for funding every year, there is no multi-year commitment from Fannie Mae to ACSP. However, if you intend to ask Fannie Mae for support be careful and discuss it with the Officers first. Fannie Mae considers that if they give money to you as a member of ACSP that they have given the money to ACSP and the organization needs Fannie Mae money in order to finance our conference.

President Rosenbloom has appointed a committee to review the applications for the Fannie Mae Foundation dissertation award. About half of the applications received were not from students in planning programs. The award did not require entries to be from Planning schools. This is something we need to consider in the future from an institutional maintenance perspective.

There is currently an RFP out for a new coordinator for the Fannie Mae Foundation best papers. Three awards are given each year. The coordinators help Fannie Mae get papers into publishable form for their two journals, Journal in Housing Research and Housing Policy Debate. ACSP helps to select the coordinators although Fannie Mae pays them. The Committee who are working on selecting the dissertation prize will also select the coordinator. The eligibility criteria for coordinator includes: that you be an active member in ACSP, at an ACSP member school and that it be a PAB or AICP accredited school. The honorarium is \$3500 plus expenses.

The number of awards that the ACSP offers has increased, particularly among student awards. President Rosenbloom has asked Chuck Connerly's Service

Recognition committee to come up with some recommendations regarding the naming and the funding of awards. There is a need to standardize our award procedures. Need to have a consistent policy regarding naming, funding and the purpose of awards.

Free Speech and the Internet committee submitted a report last year outlining the liabilities, responsibilities and obligations regarding the use of the internet. APA and ACSP split the costs associated with this committee. While the report is a very interesting information piece there are no policy recommendations in the report. The ACSP has accepted the report and would like to thank the committee for their work. ACSP will work with APA in the hopes of getting the committee's report published in the form as a PAS report. A list was passed around so that members of the Executive Committee could receive a copy of the report. Although this report would be of interest to Department Chairs and Deans we will hold off circulating copies of the report until the details regarding publishing the report have been worked out with APA.

Motion: to thank the Free Speech and the Internet Committee for their report and acknowledge acceptance of the report. The motion was made by Dennis Gale and seconded by Marcia Marker Feld. The motion passed without dissent.

The summary of the last Business meeting minutes were reviewed. There were two controversial items from the last meeting which concerned the PAB guidelines regarding the diversity issue and the site of the 2001 World Planning Congress in Shanghai. President Rosenbloom charged the President-elect with examining the issue of the timing and scheduling of the Executive Committee and Business meeting and report back to us in the fall.

President-Elect's Report - Bruce Stiftel

The Review and Appraisal Committee has been formed and consists of ten members. There will be two meetings of the committee one at the Administrator's conference in May and the other on the eve of the ACSP conference in October. The Committee will discuss in turn each of the major activities of the Association and to discuss the possibility of new activities and/or organizational changes. The committee will also be asked to comment on three things: Association staffing, relations with professional planners and relations with sister learned societies. Three of the members of the Committee are preparing analyses on the theme on the state of the discipline. The three analyses are: Planning as Art by Eugenie Birch, Planning as Education by Linda Dalton and Planning as Science by Lew Hopkins. The analyses will be presented at the fall conference.

Vice President's Report - Wim Wiewel

The 11th Edition of the Guide to Planning Programs and the Institutional Data Collection has been combined and is being handled by Barbara Becker. For the first

time one guide will be produced which will cover undergraduate, masters and Ph.D. programs. Each degree will have a separate page if the school is willing to pay for it. One page will cost \$450, two pages will be \$550 and three pages will be \$650. Only one program will appear on a page. In order to appear in the Guide schools must be either a Full, Affiliate or Corresponding member of ACSP. Work on the Guide has been done in conjunction with the Technology Committee regarding Institutional Data Collection. A survey has been developed that is based and has been tested by the Institutional Data Committee and adopted by the Executive Committee. One item that is missing from the survey concerns community service learning. Perhaps some questions on the survey will rotate or change periodically. The Technology Committee is exploring ways in which to place some of this information on the web.

A Policy has been developed concerning the use of surveys by ACSP Committees and Task Forces. The policy states that all ACSP Committees or Task Forces not specifically and clearly charged with the collection of particular data must inform the ACSP Executive Committee and all other Committees and Task Forces of their intention to conduct surveys, focus groups, or informal questioning among the membership, explain how they intend to use the data collected, submit a detailed draft of their questions and indicate the scope of their survey and its proposed schedule. In addition, to be eligible for ACSP assistance any Committee wishing to conduct a survey must show that the required data are not already being collected. Lastly if a survey is conducted every effort shall be made to coordinate the surveying with the Institutional Data Collection effort.

Some changes were made to the policy, resolution #2, section 2: that the required data, are not known to be collected and are not in a format that is useful and accessible; and section 3: that the required data, are not being collected.

Motion: to accept the new policy on the use of Surveys by ACSP Committees and Task Forces. The motion was made by Gen Giuliano and seconded by Jennifer Dill. The motion passed without dissent.

2001 World Planning Congress, Shanghai China - Wim Wiewel reported on behalf of Mike Hibbard

It was decided that the World Planning Congress in 2001 would be an additional conference and not serve as a replacement to our annual conference. ACSP will hold its own conference in 2001 in Cleveland. The Globalization working group is group within ACSP who is working on this conference. Our representatives therefore include Mike Hibbard, Trid Banerjee and Ruth Yabes.

2003 Joint AESOP/ACSP Conference

This conference will replace our annual conference and will take place in the summer of 2003. ACSP's representative is Robin Boyle and he will be meeting for the first time this summer with the representative of AESOP to discuss the details.

Planning Accreditation Board - Lew Hopkins

The PAB continues to add accredited programs at a rate of one a year. The PAB budget trend is that in 3-4 years the reserves will be used up and something will need to be done to balance the budget in the future.

The ACSP adopted criteria for selection into the Educator Site Visitor pool. Applications can be sent to either the PAB office or to the ACSP President. ACSP has promised that any applications it receives will be sent to PAB. The ACSP can recommend applicants to the pool, however, it is the PAB who actually make the selections. The Selection Committee is headed by Mike Brooks. The Committee reviewed 13 applications and have recommended that 9 of the applicants be appointed to the pool. Applicants can attend a PAB site visitor training session before they have been appointed to the pool. However, if you wish to attend one of the training sessions you must make an appointment with Beatrice Clupper. In the future, applications will reviewed by ACSP once a year in the fall.

In the fall the ACSP Executive Committee accepted the proposed changes to the Accreditation document. However, there was some opposition to the acceptance of the proposed changes which appeared at the Business meeting. As a result, President Rosenbloom appointed an Ad Hoc Committee on Diversity and Accreditation to examine the language of the proposed changes to the Accreditation document. President Rosenbloom stepped down as Chair and Wim Wiewel, Vice President assumed Chair of the meeting.

Motion: to rescind ACSP's Executive Committee's approval of the proposed language to the PAB Accreditation document with regard to diversity and to charge the Ad Hoc Diversity and Accreditation Committee to develop more appropriate language that everyone can live with. The motion was made by Sandi Rosenbloom and seconded by Dennis Gale.

Intense discussion then followed concerning the issue. After the discussion a friendly amendment was made by Marcia Marker Feld and accepted by both Sandi Rosenbloom and Dennis Gale to split the motion into two, so that the motion would now read:

Motion: to rescind ACSP Executive Committee's approval of the proposed language to the PAB Accreditation document with regard to diversity.

Motion: to send the issue of developing appropriate language regarding diversity to the Ad Hoc Diversity and Accreditation Committee.

The vote was called on the first motion. There were 5 yeas, 7 no votes. The motion to rescind ACSP's approval on the language in the PAB Accreditation document failed. As a result of the defeat of the first motion the second motion was irrelevant and therefore not voted on.

Linkage with APA and AICP - Barbara Becker

The Joint ACSP/AICP Task Force on Planning Practice and Education will be having a meeting during the conference to discuss such items as the Best of ACSP as well as how to strengthen linkages between the three organizations (APA, AICP & ACSP). In addition it has been proposed that ACSP host a workshop in Chicago in conjunction with our conference in October in order to get the Committee back on schedule and keep us working and cooperating with each other. One thing that the Committee will examine is the best way to structure the Best of ACSP so that it can continue but be appropriate to the APA conference. The other task of the Committee is to examine other ways linkages can be formed between the organizations and how can we improve the communication among the organizations. One suggestion was to reciprocate and have a practitioner session at our conference, or a roundtable concerning planning education, or perhaps have a practitioner come and speak at one of luncheons during our conferences.

Roger Hedrick, AICP President came and addressed the Executive Committee. He introduced Glen Coin who is the first ever AICP Director and Barry Malot, President of the Royal Australian Planning Institute and a Professor at the University of Perth. Barbara Becker and Roger Hedrick will co-chair the Joint AICP/ACSP Planning Practice and Education Task Force. It has been recommended that the jury selection of the Best of ACSP be made by a subgroup of the Task Force. Another suggestion to link the organizations would involve jointly holding an awards program at both the ACSP and APA conferences. Part of what has been going on is a sorting out of roles among APA and AICP. ACSP naturally concerns planning education and the role of AICP focuses on planning practice. A couple of areas where our interests overlap concerns the licensing of planners and continuing education for planners. There may be some other areas where we could work together. President Rosenbloom pointed out that although sometimes an academic maybe appointed to an APA/AICP committee that often that person does not necessarily represent ACSP. President Rosenbloom then charged the ACSP Committee on Planning Practice and Education to work with the AICP members to identify some steady, reliable ways to develop linkages and cooperation in dealing with areas of common interest, such as the Best of ACSP, licensing of planners and continuing education.

Bruce Stiffler then thanked Roger Hedrick for coming and talking with the ACSP Executive Committee and for the letter he sent to President Rosenbloom which proposed that the Leadership of the organizations get together in Chicago during the ACSP conference and the APA Leadership conference.

Standing Committee on Conferences - Wim Wiewel reported for David Amborski who was on his way to Brazil to attend the ANPUR conference on behalf of ACSP.

The financial accounting for the 1997 and 1998 conference are now complete. Both conferences made small amounts of money excluding capitation. Conference track chairs will be rotated so that approximately one-third of the track chairs change each year. Suggestions for track chair replacements will be accepted and considered this summer. The Conference Committee will then select and appoint the new track chairs. In addition the Committee will also develop a formal process for adding more tracks to the conference.

Other considerations include future conferences such as the 1999 Chicago conference, the 2000 Atlanta conference (the hotel and dates have been settled), the 2001 Cleveland conference (dates have been set), the 2002 Baltimore conference (dates are not yet set) and the 2003 Joint AESOP/ACSP conference which will be held in Europe. Although the Chicago conference is pretty much set, the Committee is mindful of the need to keep costs down and a fund raising campaign is underway in order to try and subsidize costs. The Wednesday before the start of the fall conference Fannie Mae will be holding their workshop in honor of the 1949 Housing Act.

JPER - Mickey Lauria

Unfortunately Bob Washington was unable to attend the ACSP meeting but he does send his regards. Submission of manuscripts has remained consistent and they try to turn manuscripts around in terms of review as quickly as possible. The publication queue has increased (i.e. the length of time between the acceptance of a paper and when it actually appears in print has increased) therefore the Editors are requesting another page extension to the Journal. This request for an additional 16 pages (basically the addition of another manuscript) is reflected in the budget of an increase of \$4200 and this should help to reduce the length of the publication queue. The only other alternative is to accept fewer papers which could ultimately reduce the quality of the publication. Institutional subscriptions have increased 33% in the last year which is a tremendous accomplishment.

Bruce Stiffler wanted to alert the Executive Committee to the fact that in examining the budget request concerning JPER that it isn't just an additional \$4000 but it actually is approximately \$19,000 because \$15,000 has been requested to help with the start-up costs associated with transition to new Editors.

The Executive Committee expressed its thanks to both Mickey and Bob for their hard work and acknowledgement of a job well done.

Selection of new JPER Editors - Chuck Connerly

The Executive Committee approved in the fall to begin a search for new JPER Editors. The new editors would begin a transition period in January 2000 and would take over the full responsibility of editing JPER in July 2000. The call for proposals has gone out. The deadline for submissions has been set for August 1, 1999. Another alternative that is being considered is a third party publication through a publishing company. The applications will be reviewed and a recommendation will be brought forward to the Executive Committee at our meeting in October as to who will be the next Editor of JPER.

UPDATE and UPDATE Website - Nancy Frank

Note a change to the UPDATE web address. The new address is:
www.uwm.edu/Org/acsp

President Rosenbloom thanked Nancy her work on UPDATE and acknowledge the improvements she has made to UPDATE.

Student Representatives - Jennifer Dill and Caitlin Waddock

Caitlin Waddock was introduced as the new student representative to ACSP. She is a student at Georgia Tech and will serve a two-year term.

A student survey has gone out to over 2000 Planning Masters students throughout the U.S. Over 300 responses have been received thus far. The results of the survey will be presented at our meeting in October.

Since students are not allowed to subscribe to PLANET, efforts are underway to set-up a list-serve for students so that they may have access to information. Presently the students are developing guidelines for how that will work, but intend for it to be a forum for announcements regarding ACSP issues, conferences, awards, and job postings, etc. It was suggested that the students work with the Ph.D. Committee on establishing the list-serve, since they are working on a similar project.

Student representatives traditionally organize sessions at the annual conference for students. Two sessions were organized for last year's conference, one involved working on your dissertation and doing a job search. The sessions went very well. This year for the Chicago conference the students intend to focus on mentoring junior faculty and working with the Ph.D. committee. The students are also considering organizing a pre-conference workshop similar to what AESOP holds sometime in the near future.

Faculty Women Interest Group - Barbara Becker

FWIG will be awarding the Margarita McCoy Award this year. Just sent to all Department Chairs is the 11th annual guide to women seeking teaching positions

which FWIG publishes. FWIG will be nominating new officers in the spring for upcoming elections. Rebecca Miles has replaced Ruth Steiner as FWIG Secretary.

Canadian Liason - Tom Harper

In order to qualify for many of the ACSP awards or prizes it states that you must be at a PAB accredited program. The Canadian schools can be accredited by either the CIP (Canadian Institute of Planners) or PAB. The Canadian schools feel that it is not fair that they are excluded when they are members of ACSP but not accredited by PAB. The Canadian schools would like ACSP to clarify their position within ACSP. Patty Pollack did comment that this issue could have future repercussions regarding membership concerns which the Institutional Governance Committee is presently studying. It was decided that in the interim until this matter can be studied further award committees should accept nominations and applications from Canadian Schools that are members of ACSP and have CIP recognition. Another aspect to consider with regard to the issue is who exactly are the members of ACSP, is it based on departments, universities or individuals (?). This issue will be examined by the Institutional Governance Committee.

ACSP Standing Committee Reports

Academy and the Profession - Wim Wiewel

The Academy and the Profession focuses on two activities: to assist threatened schools and organize an administrator's conference every two years. The Administrator's conference will be held in Chicago, May 14-15. It is recognized that in order to assist threatened schools that a more proactive approach would be helpful, however most programs wait until it is too late before asking for help. The PAB has been helpful in this regard in that it has referred schools to the Committee. However, schools and their faculty must ask for assistance from the Committee. Lastly, Gary Hack has agreed to Chair that committee when Wim Wiewel steps down as chair in October.

Service Recognition - Chuck Connerly

The Committee is presently developing guidelines regarding the establishment of new ACSP awards. In particular they wish to ensure that new awards will be established not only to honor people but to pay tribute to concepts which they represented so that their ideas, passions and work will be enduring. In addition to awards there are other methods by which to recognize individuals including special sessions at conferences, honor roll, scholarships, etc. The Committee will develop a list of appropriate ways to pay tribute to people. The Committee will also review and inventory ACSP's current list of awards and their criteria and make recommendations regarding changes. Lastly the Committee will also examine the eligibility criteria with regard to ACSP awards. Other award considerations include perhaps offering an award for a certain number of years (time limits). We need to

consider what is the exact role of awards; to pay tribute, to acknowledge good work and/or practice, etc. The Committee will report to the Executive Committee in the fall.

Nominations and Election Committee - William Siembieda

The results of the ACSP spring 1999 elections were announced. Those elected will assume office at the fall conference in Chicago. The winners are as follows:

Vice President: Chris Silver

Secretary/Treasurer: Susan Bradbury

Northeastern Regional Representatives: Phil Clay

Salah El-Shakhs

Southeastern Regional Representatives: Nancey Green Leigh

Daphne Spain

North Central Regional Representatives: Sanda Kaufman

Johanna Looye

Congratulations!

Diversity Committee - Daphne Spain

The Committee sponsored a session at the fall conference which focused on the topic of difficulties with recruitment of people of color and women. The Committee will continue to work on this subject.

Junior Faculty Mentoring Committee - Randy Crane

This Committee is working on two projects, one concerns developing a manual of how to deal with academic life and the second involves developing some training sessions for junior faculty at the conference and they plan on working with FWIG to coordinate those efforts.

Institutional Governance - Patty Pollak

The Committee has declared that there are no ACSP bylaws. The Committee is currently gathering bylaws from a variety of other similar organizations to study as potential examples of organizational structure. From these the Committee will

examine such things as membership structure, officer duties, issue of staff, timing of elections and rules of operation.

Doctoral Committee - David Conn

David Amborski and Bruce Stiffler worked with the Fannie Mae Foundation and got three \$1000 travel fellowships so that students could attend the AESOP doctoral program this summer. As a result of these efforts five students will be attending the AESOP workshop this summer. In addition the Committee will be conducting a survey and have set-up a webpage that is linked from the ACSP webpage. However, this website does not presently follow ACSP's policies on websites.

Re-Assessing Scholarship - Norm Krumholz

The Committee will continue to discuss the issue of service as scholarship developed from the Checkoway report. A session was held at the conference in Pasadena which was very well attended and shows that this issue is of interest to the membership.

Strategic Communications for Planning Programs - Nancey Green Leigh

The Committee has completed a survey regarding strategic communications, the results of which will be presented at the administrator's conference in May.

Technology Committee - Bill Page

The Committee is working on developing guidelines on websites, how they should be structured, linked, the types of information they can contain and they are also examining the issue of posting institutional data to our webpage.

Budget

The budget is a policy document of the Association. Within its structure are embedded policies based on how we allocate funds. As the budget is reviewed we need to consider the impact of these allocations on what we do.

Budget Policy # 1 \$8000 (plus \$3250 for travel expenses) for a staff person - Pat Gleason (Note this is a watershed moment for the organization as we shift from being a volunteer organization to an organization with staff.)

Budget Policy # 2 \$4000 for a financial review

Budget Policy # 3 cost overlap associated with change of Editors for JPER \$15,000

JPER (signature) increase the number of pages \$4300. The most cost effective ways to expand JPER is to add a signature (16 additional pages). The only way JPER can be expanded beyond this is to go to an additional issue (if the signature is added).

Budget Policy # 4 deficit budget (expenses > revenue) \$13,000

Budget Policy # 5 membership dues increase and increase in JPER subscription rates

Full Department's dues will increase from \$300 to \$350

Affiliate dues will increase from \$75 to \$115

Corresponding dues will increase from \$75 to \$115

Individual Member dues will increase from \$60 to \$95

Individual JPER subscriptions will increase from \$50 to \$75

Institutional JPER subscriptions will increase from \$100 to \$150

Student JPER subscriptions will stay the same at \$25

International surcharge will stay the same at \$10

Back Issue sales will stay the same at \$20

International Back Issue surcharge will remain at \$5.

Motion: the ACSP Executive Committee empowers the President to contract for services with appropriate staff subject to the budget approved. The motion was made by Cheryl Contant and seconded by Elise Bright. The motion passed with one abstention.

Motion: the ACSP Executive Committee supports the idea of conducting a financial review recognizing the costs involved (approximately \$4000 to \$5000). The motion was made by Chuck Connerly and seconded by Tom Clark. The motion passed without dissent.

Motion: to add the expansion of the signature (additional 16 pages per issue) but starting next year. The motion was made by Sanda Kaufman and seconded by Tom Clark. The motion was defeated by six (nay) votes to five (yea).

Motion: to add expansion of the signature (additional 16 pages per issue) to JPER for this year (additional cost involved is \$4300). The motion was made by Jennifer Dill and seconded by Chuck Connerly. The motion passed with nine yeas and two no votes.

Motion: that the expansion of JPER be recognized as the maximum number of pages and that what is important is the quality of the journal and maintenance of its quality and not its size. The motion was made by Cheryl Contant and seconded by Sanda Kaufman. The motion passed with one abstention.

Motion: to accept the budget as proposed by the Officers with exception of changing the individual membership dues to \$85. The motion was made by Chuck Connerly and seconded by Tom Clark. The motion passed with one vote of dissent.

President Rosenbloom agreed to place a notice in UPDATE to notify the membership of the dues increase along with an explanation of the reasons why. It was also decided to send along the dues increase explanation along with the bills sent to departments.

Global Planning Educators Interest Group - Tridib Banerjee

The Interest Group is presently working on producing a special issue of JPER which is forthcoming. Tridib also brought forward three resolutions from the Interest Group which focus on the interaction between the ACSP Executive Committee and the Interest Group. Discussion on the resolutions then took place.

Motion: to charge the Officers of the Executive Committee to continue to meet and discuss with the leadership of the Global Planning Educators Interest Group to identify issues and bring back to Committee in the fall a potential recommendation regarding establishing positive relationships between the Executive Committee and Interest Groups and how to establish better communication networks. The motion was made by Cheryl Contant and seconded by Sanda Kaufman. The motion passed without dissent.

Other Business

Lew Hopkins and President Rosenbloom will work together to explain to the membership the decision that was made regarding the language in the PAB Accreditation document.

The ACSP recruitment brochure has not yet been published. However, President Rosenbloom will be taking it over and it should be forthcoming soon.

Rolf mentioned a need to re-publish the ACSP membership brochure.

President Rosenbloom and the Executive Committee acknowledged the work and assistance of Emily Leunk and Lisa Verts with regard to the Executive Committee notebooks.

Motion: to adjourn the meeting was made at 4:07pm by Chuck Connerly and seconded by Wim Wiewel.

Respectfully submitted,

Susan L. Bradbury

ACSP Secretary/Treasurer