

MARCH 17, 2008

IMMEDIATE PAST PRESIDENT'S REPORT to the April 2008 Board Meeting:

The three areas assigned to me as my responsibility are:

Honorary Awards

AIS Operations Manual -- continuing Roy's work

AIS Policy – assembling AIS policy records into a navigable resource tool.

Honorary Awards – action to date:

Past Presidents and DSM appointee members have been contacted, and asked if they wish to remain active (past presidents) or continue to serve (DSM appointees).

From now until time to report to the Fall Meeting in Las Vegas the priority action of this committee will be requesting and receiving suggestions, considering, selecting and finally recommending candidates for AIS Honorary Awards.

AIS Operations Manual – action to date:

Executive Officers, Administrative Officers, and Committee Chairmen have been contacted in an effort to discover who does or does not have in hand a job description for his/her position. And, if they have such a description in hand, whether or not the description is up to date, in their view. Most people contacted responded to my inquiry and informed me that they do have on hand a written description of the position they hold (thanks to Roy's efforts over the past several years). Many responded that they wanted to update some of the material in that description, and promised to update and get back to me. Hopefully, that will happen before the Fall Meeting 2008.

I hope to offer recommendations regarding job descriptions at the 2008 Fall Meeting.

AIS Policy - action to date:

Action in this area has consisted mostly of compiling motions passed since the inauguration of the Motion Secretary, and gathering files from the periods when first Claire Barr and then Mike Lowe served as Policy Chair. This is a formidable job – as Mike will attest – and much of it revolves around analyzing and categorizing the large quantity of sources in which policy information may be embedded.

Bring your policy questions directly to me until such time as reference material for AIS policy is available as a file that may be electronically researched for policy answers by Board Members and others with a need to know. Until then I will do my best to find answers for your questions. The AIS **will** have a compiled policy file, but it may well **not** be this year.

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One personal note: Bob and I leave for three weeks in Europe, one week after returning home from Austin. When we return from Europe, my attention will be turned toward and better focused on my three assignments. I confess, I have been a bit distracted by the prospect of the trip and less focused on these tasks that I should have been. Mea Culpa!

Jeanne Clay Plank, Immediate Past President