

**American Risk and Insurance Association
Minutes from Mid-year Board of Directors Meeting
Saturday, January 24, 2004
University of Georgia Alumni Center
Atlanta/Buckhead, GA**

I. CALL TO ORDER	The mid-year meeting of ARIA's Board of Directors was called to order by its President, Rob Hoyt, at 8:15 AM.
Present	Rob Hoyt, Jim Carson, Larry Cox, Mark Browne, Mary Weiss, Richard MacMinn, Terri Vaughan
Absent	Larry Berger, James Garven, Joan Lamm-Tennant,
Others	Tony Biacchi
Approval of Minutes	<ul style="list-style-type: none"> • Larry Cox made a motion to approve the Board minutes from the August 10. Mary Weiss seconded the motion. • The motion carried with no one opposed.
II. CORPORATE FINANCES	
Finance Committee Report	<ul style="list-style-type: none"> • Jim Carson serves as committee chair. • The committee is attempting to identify ways to raise funds to support ARIA's activities • The committee will provide the Board with some specific recommendations at the August meeting.
Comparison of Annual Meeting Expenses	<ul style="list-style-type: none"> • The annual meeting in Denver lost \$14,692.70. • Several factors contributed to this short-fall, the most significant being a \$12,523.75 attrition penalty assessed against the organization for not satisfying the sleeping room guarantee that was negotiated in a 1999 contract with the Adam's Mark Hotel. • An absence of late (walk-in) registrations was a second factor that adversely affected revenues. • Montreal experienced 28 walk-in registrations. In anticipation of a similar registration pattern, extra meals that could not be renegotiated at the last minute were reserved to accommodate the anticipated last minute attendees. Unfortunately, only 12, not 28 walk-in registrations were recorded for the Denver meeting. • Conference hotels charge more than surrounding hotels in order to cover the cost of meeting rooms. While the discussion did not progress very far, a suggestion was made to allow meeting attendees to book any hotel of their choosing and simply increase the meeting registration fee. • In an effort to better control costs, the executive office and the program committee will look more closely at both anticipated meeting attendees and the cost of meals served at the annual meeting. • Mark suggested that the organization should consider a means to fund scholarships for foreign attendees who have difficulty with travel and hotel costs.

<p>Finances</p>	<ul style="list-style-type: none"> • The executive office is concerned about ARIA’s insurance premiums. A member of the AICPCU staff will evaluate current coverage and costs. • The Board asked for clarification concerning the royalty formula Blackwell uses to reimburse ARIA. • ARIA budgets more than \$4,000 toward its various academic awards. • Richard motioned, seconded by Larry, that ARIA’s awards, with the exception of Hedges and Strickler, should no longer include an honorarium until such time as the awards are funded. • After further discussion about the lack of funding, Larry motioned and Terri seconded the motion to rename the Kemper Awards to RMIR Awards. • The executive office was directed to inform award committee chairs that an honorarium no longer would be part of the recognition process, with the exception of the Strickler Award and the Hedges Scholarship. • Tony mentioned that the nonmember submittal fee to ARIA’s journals could be increased from its current \$35. Larry noted that the submittal fee for some journals runs as high as \$450. • Tony will share the names of nonmembers who submit articles to the JRI and RMIR editors.
<p>2004 Proposed Budget</p>	<ul style="list-style-type: none"> • Larry motioned and Mark seconded the recommendation that the unfunded award categories be zeroed out of ARIA’s 2004 preliminary budget and that it then should be approved. • The motion carried.
<p>III. SCHOLARSHIP ACTIVITIES</p>	
<p>Annual Meeting – 2004</p>	<ul style="list-style-type: none"> • Larry Cox reported that the 2004 annual meeting will be held August 8 through August 11 at the Westin Michigan Avenue Hotel in Chicago. • A call for papers was submitted to 39 journals and trade publications. • The call for papers was included in the 2003 meeting material and also e-mailed to the membership on three occasions. • Larry continues to hope for more industry involvement. • The tentative schedule was shared with the Board. <ul style="list-style-type: none"> • Plenary sessions are scheduled for Monday morning and afternoon and Tuesday morning. • A concurrent panel session will be held on Tuesday afternoon. • Concurrent selected papers will be presented on Monday and Tuesday, morning and afternoon. • The Strickler Award presentation will be scheduled as a concurrent session. • A Long Symposium is not scheduled for this year. • A suggestion was made that selected papers should be available for download before the meeting. • A table is available at some meetings for presenters to leave any extra copies of a presentation for those who attended another session. Tony will look into having such a table available. • The speaker for the President’s luncheon has not been secured. • Mark mentioned that ARIA needs some high visibility speakers. • To shorten the luncheon, Mark suggested that acknowledgments be written out rather than announced from the podium.

<p>Annual Meeting – 2004 (cont'd)</p>	<ul style="list-style-type: none"> • As opposed to last year, the editors' breakfast for the two journals should be held in separate rooms. • ARIA might pursue CPCU continuing professional development (CPD) for CPCUs attending the annual meeting. • The planning committee will work with the Illinois Insurance Department to promote the annual meeting. • Diana Lee also should be approached to solicit her assistance in promoting the annual meeting among her local contacts. • The idea of attracting meeting attendees to Monday's sessions through a single day registration was proposed. Rob suggested that the charge should be close to the full meeting registration fee.
<p>Annual Meeting – 2005 World Congress</p>	<ul style="list-style-type: none"> • The World Risk and Insurance Economics Congress (WRIEC) will be held in Salt Lake City in conjunction with ARIA's annual meeting. • Craig Merrill, who lives in Salt Lake, was mentioned as a member who could be approached to monitor the hotel situation in Salt Lake City. • The group discussed composition of the scientific (program) committee. The Board sensed that the program chair for ARIA's annual meeting would not be required to also serve as ARIA's scientific committee coordinator. Possibly one of the current representatives to the scientific committee could continue in that capacity. • Financial profit and liability for the Congress will be apportioned: ARIA- 1/2, APRIA – 1/6, Geneva Association – 1/6, EGRIE – 1/6. • A website has been established for the Congress, www.wriec.org. • Needy presenters from outside the United States might be offered \$500 US. The Board was concerned about the financial obligation of such an offer. The Board recommended to Jim that a separate agreement should address travel. • The Board also requested that the scientific committee develop a budget. • Because of the uncertainties associated with the World Congress, Richard motioned that ARIA withdraw as a sponsor of the World Congress. The motion failed to receive a second. • A special issue of RMIR to coordinate with the Congress was suggested.
<p>JRI Editors Report</p>	<ul style="list-style-type: none"> • The editors are Richard MacMinn and Pat Brockett. • Richard began his report by stating that the JRI website could be used as a model for the redesign of ARIA website. • For consistency, ARIA also should consider a long-term relationship with Joe Hootman, the programmer who has been doing work for ARIA. • Of 144 submissions to date, decisions have been made on 82. • Richard served as the impetus to develop a survey to determine member interest in ARIA providing an individual subscription to JSTOR as a benefit of ARIA membership. • The survey disseminated through listserv resulted in only 24 responses. • Of those responding, a 3 to 1 ratio favored an individual membership. • Several respondents, seeing its utility when they traveled, wanted an individual JSTOR subscription even if it was available through their school library. • Money was placed in the 2004 budget to fund individual JSTOR

<p>JRI Editors Report (cont'd)</p>	<p>subscriptions, should the Board go that route.</p> <ul style="list-style-type: none"> • The discussion then turned to the perception that authors submitting articles to the JRI or RMIR do not reference earlier articles as frequently as they should.
<p>RMIR Editors Report</p>	<ul style="list-style-type: none"> • Mike Powers and Mary Weiss are RMIR editors. • The ongoing challenge for the journal is to increase pace of publication by increasing volume of submissions (while maintaining high quality) • Annual submissions for calendar year (CY) 2003 totaled 35, one less than CY 2002. • The rejection rate for CY 2003 was 76 percent. • The committee to judge winners of the RMIR Awards has been selected. • Contents of the forthcoming issue, Spring 2004 (Vol 7, No 1) were shared with the Board.
<p>Blackwell Report</p>	<ul style="list-style-type: none"> • Darren Green was not available to personally present his report to the Board. • The Blackwell report was considered preliminary, with a final report for year 2003 due in April 2004. • Early indications are that year 2003 will be another successful year in the eyes of Blackwell. • Membership figures are slightly ahead of the same time in 2002. • Blackwell also reported an error in its calculation of ARIA's royalties which would result in the organization receiving an additional \$17,500. <i>(Later communication revealed that the error was in fact an error. ARIA was not due the additional monies. ARIA will keep the \$17,500 which will be deducted from the year 2003 royalties that would be forthcoming in April 2004.)</i> • Library renewals of ARIA's journals were considered "robust." • Combined full-rate library subscriptions to both journals total 724, as compared to 771 for all of 2002 – a renewal rate of 94 percent. • Higher renewal totals are expected in the April report since some domestic and foreign locations are not represented in the current report. • Blackwell was particularly pleased with increased subscriptions to RMIR, which are up 159 percent (46 vs. 29) compared to year 2002. • Rob suggested that Blackwell should identify additional markets where RMIR could be promoted. • Members of the Society of Insurance Research are receiving issues of RMIR. • Year 2003 membership renewal of 88 percent still lags behind its goal of 95 percent. • Blackwell will continue to correspond with individuals who have not renewed their membership. • In addition to soliciting membership renewals Blackwell also is marketing ARIA's two journals through its website and catalog, in e-mail campaigns, and at conferences. • JRI is allocated 704 pages per year. Previously Blackwell agreed to allow JRI to borrow 93 pages from RMIR. Still, JRI's use of 822 pages in year 2003 was 25 pages more than the additional allocation. ARIA will pay for these pages through a reduction in its royalties, which are due in April. • RMIR published 227 pages in volume 6, which is a small

<p>Blackwell Report (cont'd)</p>	<p>increase over the number of pages published in 2002.</p> <ul style="list-style-type: none"> • The executive office requested that Blackwell furnish journal copies to Steve and Bob. • Steve will be informed by the executive office that an honorarium will no longer accompany ARIA journal and book awards
<p>IV. MEMBERSHIP SERVICES</p>	
<p>Nominations</p>	<ul style="list-style-type: none"> • The slate of nominees for office in ARIA was presented to the Board. • Terri motioned and Mary seconded the acceptance of the nominees. All voted in favor of the motion. • The Board discussed the possibility of soliciting members from outside the United States to run for office. However, there were concerns for cost that would result from such a commitment. • <i>Subsequent to the meeting, Mark learned that two of the nominees were not able to run for office. As a result two additional nominees were identified. They agreed to run for office and were approved by a poll of the Executive Board.</i>
<p>Membership</p>	<ul style="list-style-type: none"> • The membership committee is chaired by Kathleen McCullough. • The overall goal of this year's committee is to work to increase membership and to implement the recommendations developed by the External Relations committee. • The committee drafted a letter for Rob to send to individuals whose ARIA membership has lapsed within the year. • The committee reviewed data from last year's membership survey and is in the process of developing ways to attract members back to ARIA. • While a variety of ideas have been proposed to increase membership, Rob has asked the committee to wait for the report of the External Relations committee before finalizing actions for the remainder of the year. • Membership numbers continue to dwindle. The most recent count of year 2003 members totaled 537 members. That figures represents a loss of approximately 50 members from year 2002. • Richard suggested getting testimonials that praise the value of ARIA membership. • Dues for 2004 were increased by \$20. During Blackwell's several solicitations to encourage membership renewal, two individuals indicated that they were unhappy with the dues increase.
<p>Website</p>	<ul style="list-style-type: none"> • Kevin Ahlgrim is the committee chair. • The report provided feedback on the current structure and contents of the ARIA website, along with recommendations for revisions. • The report was presented in two parts: site improvements and future plans. • As part of the future plans, the committee would like to send a short survey to the membership to assess their general need for web-related content.

External Relations	<ul style="list-style-type: none"> • The committee is chaired by Randy Dumm. • The committee report began by stating that ARIA needs to improve its marketing efforts to the extent that it is “recognized as THE organization to approach with risk management and insurance research needs.” • ARIA must make itself know to various constituency groups, primarily the industry and public policymakers. • One approach would be to compile a list of members who are willing to share their expertise as consultants, interns, mentors, researchers. • Once compiled, the list could be disseminated among representatives of the two constituency groups. • While the relevance of the concurrent sessions at annual meetings might be hard for constituency groups to grasp, the plenary sessions probably would have more relevance. • The report went on to identify specific value-added benefits provided by or through ARIA and its members. • Means that could facilitate ARIA’s growth also were enumerated in great detail.
Newsletter	<ul style="list-style-type: none"> • Diana Lee serves as newsletter editor. • The Spring issue of ARIA News will contain information about the annual meeting and several articles describing college program; including the 100th anniversary of the Wharton School. • Diana continues to request information for the Members in the News feature. She will solicit information through a listserv message to the membership. • The newsletter likely will be available in late April. • Jim suggested that non-members who submit articles for publication in either of ARIA’s journals should be sent a copy of the newsletter as an inducement to join ARIA. • Newsletters could be distributed through the executive office since the office collects submission fees from non-members.
Placement	No report
V. ADMINISTRATIVE REPORTS	
Executive Committee	No report
Strategic Planning	<ul style="list-style-type: none"> • Jim Carson serves as chair of the committee. • The committee is reviewing various areas that were identified in Rob Hoyt’s survey of last year. • The committee will focus on ways to implement some of the ideas presented in the membership survey. • Some specific recommendations will be presented to the Board at the August meeting. • During the discussion about the future of ARIA, a suggestion was made to consider doing a SWOT (Strength, Weakness, Opportunity, Threats) evaluation.
Executive Director	<ul style="list-style-type: none"> • The organization’s finances continue to be a concern, particularly with respect to membership, sponsorship, and expenses. • Institutional sponsorship has dwindled down to a few thousand dollars. • Solicitations to insurance companies and textbook publishers resulted in few and no positive responses, respectively. • Membership continues to dwindle. • Dues for year 2004 were increased to cover some of the membership shortfall.

<p>Executive Director (cont'd)</p>	<ul style="list-style-type: none"> • ARIA incurred an unanticipated sleeping room penalty as a result of low attendance and room reservations at the Denver meeting. • Because ARIA did not satisfy its sleeping room block, ARIA was contractually obligated to pay \$12,500 to the Adam's Mark Hotel. • Originally, the hotel asked for more than \$27,000 in "damages." • Meeting block reservation requirements has not been a problem in previous years. • As a result of the situation in Denver, the executive office negotiated lower sleeping room guarantees and guaranteed lowest prices with the hotels for the 2004 and 2005 annual meetings. • The Washington Hilton (2006) would like to see attendance at the 2004 meeting before agreeing to a lower the sleeping room guarantee. • In a discussion about in-kind institutional sponsors, the Board decided that such groups would be recognized for their contributions to the organization, but the groups would not receive complementary registrations to the annual meeting.
<p>Executive Office Renewal</p>	<ul style="list-style-type: none"> • Tony presented a three-year proposal that would renew the executive office agreement with the American Institute for CPCU. • Using the 2004 fee of \$28,500 as the base, the arrangement will be funded by a yearly escalator equal to the CPI. • The Board reacted favorably to the proposal which would be formalized at the August meeting.
<p>VI. CORPORATE GOVERNANCE</p>	
<p>Amendment to By-Laws</p>	<ul style="list-style-type: none"> • An amendment to the By-Laws that would permit the membership to amend the By-Laws if 2/3 of those attending an ARIA meeting cast a favorable vote was approved and signed by the Board. • A vote on the amendment will be taken at the same time as the election of officers.
<p>VII. Special Projects/Relations</p>	
<p>Griffith Foundation</p>	<p>No report</p>
<p>VIII. Executive Session</p>	
	<ul style="list-style-type: none"> • Two recommendations resulted from the executive session. <ul style="list-style-type: none"> • The Board passed a resolution thanking the executive office and the staff of the American Institute for their exceptional performance in support of ARIA during the past year. • The Board unanimously voted to move forward with the draft of a new contract for the executive office.
<p>IX. Adjournment</p>	
	<ul style="list-style-type: none"> • Terri made the motion; Mary offered a second; and at 2:35 PM the Board voted to adjourn the mid-year meeting.

Respectfully submitted,

Anthony J. Biacchi
Executive Director