

**The Forum on Education Abroad**  
**2014 Annual Business Meeting**  
Friday, April 4, 2014, 8:10 – 8:35 am  
Sheraton San Diego Hotel & Marina, San Diego, CA  
**AGENDA**

- **Welcome Remarks:** Barbara Rowe, Chair of the Board, [bjr22@psu.edu](mailto:bjr22@psu.edu)
- **Report on Activities:** Brian Whalen, President and CEO, [whalenb@dickinson.edu](mailto:whalenb@dickinson.edu)
- **Financial Report:** Barbara Rowe
- **Forum Council Report:** Martin Hogan, Chair, Forum Council, [mh@dis.dk](mailto:mh@dis.dk)
- **Closing Remarks:** Barbara Rowe

**For more information:**

**Annual Report FY2013:** <http://www.forumea.org/annualreportfy2013.html>

**Current Strategic Plan:** <http://www.forumea.org/Strategicplan2012.cfm>

**Committees and Working Groups:** <http://www.forumea.org/whoweare-commwrkgrp.cfm>

**Audited Financial Statements:** <http://www.forumea.org/about.cfm>

**Tax Form 990:** <http://www.forumea.org/about.cfm>

**Business Meeting Minutes:** <http://www.forumea.org/archives.cfm#businessmtgminutes>

**Welcome Remarks:** Barbara Rowe

As Chair of the Forum Board of Directors, I hereby call this Annual Business Meeting to order.

I am pleased to extend a hearty welcome to everyone for joining us at the Forum's 10<sup>th</sup> Annual Conference, a historic event in the growth and success of the Forum. We actually have 15 attendees who have been at all ten conferences, and we will name and acknowledge them shortly.

If your institution is not a member of the Forum, I hope this conference will lead you to consider becoming one.

I want to extend our gratitude to the many folks who make our conferences so successful: our host institutions; our record number of sponsors and exhibitors; all of the many volunteers; the session and workshop chairs and facilitators; and, of course, all of you!

The Forum is in the strongest shape ever in terms of its valuable member benefits and services; the number of members (just under 700 member institutions); conference attendance and finances. The Forum is unique among international education associations. It is the only membership association that focuses exclusively on education abroad. It is recognized by the U.S. Department of Justice and Federal Trade Commission as the Standards Development Organization for education abroad. It is an institutional membership association, serving the

varied needs of its diverse member institutions and organizations. And, over 25% of our member institutions are located outside the U.S.

What unites all of us is a focus on quality education abroad. The Forum Standards of course provide guidance on how to achieve quality in our programs to benefit students. The Quality Improvement Program (QUIP) is a rigorous and objective way to assess and improve programs and be recognized for quality. And, new this year is the Forum's Professional Certification in Education Abroad Program, which now provides the field with a high quality professional credential that will help to advance all of us to the next level of excellence.

Some might wonder why the Forum, which serves institutions and organizations, now has a certification program for individuals. The Board of Directors believes that this program is consistent with the Forum's mission to serve its institutional members. By certifying that individuals have the knowledge and abilities to articulate and apply the Standards, we help these colleagues to contribute to their institutions and organizations to improve the quality of education abroad programs for students.

I can assure you that the Forum Board of Directors takes very seriously its oversight of the Forum to ensure its success. The Board is made up of highly committed and engaged individuals from both within and outside the field of international education. We have three Board members who have or will be cycling off of the Board, Rob Castle, Bill Hoye and Mark Chichester. They have all contributed to the tremendous growth of the Forum during their tenure. I would like to thank them again publicly here for all that they have done.

At this time I would like to announce and welcome three new Forum Board members: Mike Morrison of Baylor University who joined the board this past January and Enda Carroll of University College Dublin and John Lucas of SIT who will join in July. We are pleased to have them join the Board.

There are several Board members here at the conference, and we welcome your feedback and thoughts about the Forum and how it can continue to serve your institution or organization.

This conference itself is one way that the Forum helps its members to continue to improve. I wish all of you a successful conference and encourage you both to share with and to learn from each other.

I am pleased to introduce Brian Whalen for a report on activities and the membership.

## **Report on Activities: Brian Whalen**

10 annual conferences. The Forum has come a long way from that first conference in Santa Fe, New Mexico with 165 attendees. We are a larger, much more diverse and stronger

membership association now. But the spirit of cooperation and collaboration that has characterized the Forum from the beginning is still its key to success today. This is where we gather as an education abroad community to encourage open and collegial dialogue and the sharing of best practice approaches.

Let's give our thanks to Kristen Mallory and the Conference Committee for doing such a great job in developing this conference theme and selecting the sessions and workshops for this conference that is focusing our attention on new and emerging paradigms for education abroad.

This year, through the generous support of sponsors, the Forum has given out 12 Conference Grant Awards to make it possible for colleagues to attend the conference. Leslie Ray, a licensed psychotherapist located in Southern France and an expert on culture shock, is this year's Ron Koehn Conference Grant Award Winner. The Ron Koehn Conference Grant Award is named in honor of Ron Koehn. A long time education abroad innovator, Ron has played a significant role in advancing the education abroad field, especially through his contributions to innovations in program design. I'd like to ask Ron and Lesley to stand. Congratulations to Lesley and to Ron.

This 10<sup>th</sup> Annual Conference is a remarkable achievement for an organization that began in 2001 when 19 of our colleagues, the founding Board members of the Forum, created the vision for what has become a flourishing association of nearly 700 member institutions from around the world. I am pleased to report that since July 1<sup>st</sup> of last year we have welcomed nearly 100 new member institutions from the U.S. and around the world. And, over 95% of our member institutions have renewed their membership this year, which is an outstanding rate among membership associations.

How does the Forum achieve this success? It is because of the dedication of our Forum members. There have been hundreds of colleagues who have contributed their smarts, time, creativity and resourcefulness to collaborate on the many successes over the past 10 or so years, and continue to do so.

The “Forum way” of collaborating has resulted in high quality projects that have made a real difference to our field. Standards of Good Practice, Data Collection and Surveys, Critical Resources, and ways to ensure Quality in education abroad, these have been hallmarks of the Forum and key areas of achievement.

And this year has seen continued outstanding collaborative work. One of the highlights has been the development and launch of the field’s first Professional Certification Program, and I would like to thank our colleagues who did such excellent work as members of the Certification Team. The Forum Founders discussed the idea of a Professional Certification as far back as 2003, but felt that the time was not right for such a program. Today we can be proud that we have come together as a field to help to ensure that the future of education abroad will be as professional and of high quality as it can be. Certification of individuals demonstrates the seriousness with which we carry out our work. It also signals that we as a field have advanced to a higher level of professionalism. The certification in education abroad provides an essential, baseline credential. Our collective goal should be to encourage all colleagues to achieve Certification credentials to help raise the bar of both professionalism and quality assurance to benefit our institutions and organizations, and ultimately the students who participate in our programs.

Another collaboration that came to fruition this year deserves special mention. Our colleague Mickey Slind approached the Forum to say that there are a number of senior

colleagues in the field who have collections of education abroad materials from over the years and that there is a need to collect and preserve these. From Mickey's initial suggestion, and with the extremely generous support of AIFS and the AIFS Foundation, this idea has become a reality. The AIFS/AIFS Foundation Special Collection is now established at Dickinson College. To date we have received an impressive range of materials from a number of prominent colleagues with much more being donated. The Archives and Special Collections Department at Dickinson is cataloging and indexing the materials so that they are searchable and available online, and in May we will be having the celebration to launch the Collection. At this time I would like to ask Mickey Slind along with our AIFS colleagues to stand so that we can thank them for their commitment and support to preserving the history of our field.

Another important initiative that has come to fruition this year is the Critical Incident Database, or CID. The CID will provide our field for the first time with authoritative data about health and safety by cataloging the range and types of incidents that occur during education abroad. This is extremely important to our shared goal of being transparent and accountable, and to understanding why, where, when and how incidents occur abroad so that we may continually improve our programs. If we as a field do not compile data and report on health and safety abroad, our governments may require it of us, and in ways that may be difficult to achieve. And we are very pleased and excited to announce that the Forum and Terra Dotta have agreed and worked out a system to integrate incident reporting. In the near future Terra Dotta users will be able to upload their information to the Forum's CID, providing a more robust sample on the range and types of critical incidents in education abroad. Thank you Brandon Lee and your Terra Dotta colleagues for this collaboration, one that the Forum hopes to model through collaborations with other organizations.

As a final example of productive collaboration we have to mention the upcoming 2<sup>nd</sup> European conference of the Forum that will be hosted on the campus of Universitat Pompeu Fabra October 23-25 later this year in Barcelona. Like the Forum's first European Conference in Dublin, this conference is a collaboration with the various European education abroad associations in Spain, Italy, France, Greece, and the United Kingdom. The conference committee has created an important and compelling theme, "What Does it Mean to be a "Traditional" Destination? Challenges & Opportunities for Education Abroad in Europe." The Forum received over 100 session proposals and we look forward to convening our second high quality conference in Europe to serve better our European members. Thank you Sara Lopez, Lucia Conte, and Josep Ferrar of UPF for hosting us later this year. We look forward to a wonderful conference.

As these examples illustrate, the Forum remains a nimble association that is in close touch with its membership. Its priorities are determined and shaped by all of you in order to serve each of our 700 member institutions. Thank you to all for being a part of this dynamic community. There are many other examples of important services and resources that have been produced this year, and to find out more I encourage you to read the Forum's Annual Report, subscribe to our weekly electronic Forum News, and explore the Forum web site. And, by the way, a new and improved Forum web site will be launched in the next few months. The Forum prides itself on its transparency, openness, and inclusiveness. Our association is stronger today than ever before, and it is due to the active participation of our members that results in meaningful, high quality resources that are improving the field of education abroad.

It is now my pleasure to turn the podium over to Barbara who will give the financial report.

## **Financial Report: Barbara Rowe**

Unfortunately our treasurer, Paul Davies, was unable to join us for the conference. I am pleased to present the financial report on his behalf.

Financially the Forum is in excellent shape. Here (<http://www.forumea.org/FinancesFY2013.html>) you see the revenue and expense breakdowns for the Forum. The majority of the Forum's revenue comes from membership fees and the Annual Conference. By far the major expense goes to creating and sustaining member services and benefits.

I am pleased to report that the Forum finished last Fiscal Year with a surplus of over \$71,000, the seventh year in a row that there has been a surplus. An additional \$150,000 was budgeted to be added to the Forum's investment in the Dickinson College endowment portfolio. This fund performed very well last year and increased the market value of the Forum's investment by 18% to just over \$1.2 million.

Through excellent financial management and oversight, we have now built an endowment that will help to pay for operating costs on an annual basis. Beginning next fiscal year the Forum will be able to spend down part of the interest on this fund to pay for a staff position.

The Forum auditors, Boyer and Ritter, have once again given the organization a clean audit. You may read the Audit Report on the Forum web site (<http://www.forumea.org/financialstatements.cfm>).

It is now my pleasure to introduce Martin Hogan, chair of the Forum Council.

## **Forum Council Report: Martin Hogan**

I want to thank the Council members whose current term ends in July, 2014:

- Heather Barclay Hamir, University of Texas and now Boston University
- Nigel Cossar, University of Melbourne
- Martha Johnson, University of Minnesota, Twin Cities
- Sarah Spencer, University of St. Thomas

Some of these colleagues, of course, may be running for re-election. For everyone's information, the Forum sends them an official thank you and gift and a letter to their provost/president.

The Council used the 10<sup>th</sup> anniversary of the Council to reflect on our status at a retreat last summer. We recommitted to many of the structures put in place by the founders which, in short, is built on working committees housed under the Council but aligned closely with the strategic plan for the Forum as a whole. We spent a good amount of time defining the Council role vis a vis the Forum staff, asked some tough questions about deciding how to prioritize the most

relevant work for you the members, and developed additional governance mechanisms like a new Vice-chair role in each committee to provide better continuity as Council membership changes.

Since the retreat, we have also worked hard to reignite the Forum Advocacy Committee and the Committee on Curricular Development and Academic Design with new leadership, creation of mission statements and the recruitment of new members. You'll see a number of initiatives in the next year from those two committees.

I also wanted to mention three specific projects that represent the Forum Council's work this year:

- Revision of the Standards to make them more user-friendly by the Standards Committee;
- State of the Field Survey and Gender Bias in Salary Data – work that has come out of the Data Committee;
- Outcomes Assessment Toolbox – brought to you by the Outcomes Assessment and Research Committee.

I invite you to visit the Forum web site to read about all of the Forum Council activities and initiatives.

In closing, I would like to remind you that Council elections will be held later this spring for the open spots, and I would be pleased to talk with anyone who might be interested in learning more about the Council and its work in case you are interested in being nominated to serve.

I now turn the microphone back over to Barbara Rowe.

### **Closing Remarks: Barbara Rowe**

I want to thank Martin for his outstanding leadership of the Forum Council over these past three years. He has been outstanding in this role and we will miss him as he cycles off the Council. Please join me in thanking him.

### **Recognition of Forum Conference Ten Timers**

Barbara Rowe and Brian Whalen read the names of 15 colleagues who have attended all ten of the Forum's annual conferences:

<b>First Name</b>	<b>Last Name</b>
Adrian	Beaulieu
Laurie	Black
James	Citron
Mary	Dwyer
Lilli	Engle

Kim	Kreutzer
Bruce	La Brack
Natalie	Mello
Alexis	Phylactopoulos
Gary	Rhodes
Kathleen	Sideli
Michael	Steinberg
John	Sunnygard
Brian	Whalen
Annagene	Yucas

### **Closing of the Business Meeting**

Chair Barbara Rowe brought the Business Meeting to a close at 8:35 AM.