**Annual Meeting of the
Board of Publications
Thursday, June 14, 2012
1:00 to 5:00 p.m.
Techny Towers, Techny, Illinos**

American Society of Missiology
Annual Meeting of the Board of Publications
Thursday, June 14, 2012
1:00 p.m. to 5:00 p.m.
Techny Towers

Phillip C. Huber, Chair, Presiding

1.   Opening – Phillip Huber

2.   Roll Call –Secretary-Treasurer, Jay Moon

3.   Approval of Agenda – Phillip Huber

4.   Noting of Minutes of June 16, 2011– Jay Moon (pp 2 - 4)

5.   Report of the Publisher – Darrell Whiteman (p. 5ff)

> Editor of *Missiology* – Rich Starcher (pp. 7 - 8)
> *Missiology* Financial Report (pp. 9 - 10)
>
> Editorial Committee of the ASM Series –Jonathan Bonk (for Bill Burrows) (p. 11)
>
> Editorial Committee of the Scholarly Monograph Series – Mike Rynkiewich (p. 13)

6.   Report of the Electronic Media Committee—Phillip Huber (p. 15 ff)

7.   Report on New Online Journal (Re: missional life and ministry in North America)– Phillip Huber

8.   Proposed By-law amendments (p. 21)

9.   ASM Constitution, Bylaws, Article VI *Revised*   (P. 22)

10.   Board Membership Changes – Phillip Huber (p. 25)

11.   Commitments growing out of our meeting

> Items to present to the Board of Directors
> Items to share at the Annual Business Meeting
> Items to flag for 2012 Agenda

12.   Adjournment

American Society of Missiology
Minutes of the Annual Meeting of the Board of Publications
Thursday, June 16, 2011
12:30 p.m.
Techny Towers

Phillip C. Huber, Chairperson, Presiding

Opening: Phil Huber called the meeting to order at 1:00 p.m. A quorum being present, Phil Huber opened with a meditation and prayer. Phil handed out a booklet called "Annual Meeting of the Board of Publications, Thursday, June 16, 2011, 12:30 to 2:45 p.m., Techny Towers, Techny, Illinois", which is attached.

Roll call: Board members present were: Phillip Huber (Chair), William Gregory, Craig Ott, Robert Hurteau, Mary Mott, Lalsangkima Pachuau, David Dawson, and William Burrows. Others present by reason of office were: Rob Gallagher (ASM President), Darrell Whiteman (Publisher), Nelson Jennings (Editor of *Missiology*), Charles Farhadian (Book Review Editor of *Missiology*), Roger Schroeder (ASM Scholarly Monograph Series Committee), Scott Sunquist (ASM Series Committee), and Jay Moon (Secretary-Treasurer).
Guests attending: Arun Jones, Dorothy Carroll (Missiology journal editorial assistant), and Richard Starcher. Board members excused were: Howard Snyder, Judith Lingenfelter, Richard Jones, and Tom Steffen. Also sending regrets for her absence was Angelyn Dries (Chair, Scholarly Monograph Series).

Noting of the Minutes of June 17, 2010: The minutes of the meeting of June 17, 2010, having been approved by the Secretary-Treasurer and Chairperson, and distributed to the members in advance, were noted.

Approval of Agenda: The agenda was approved as presented.

Financial Report: Nelson Jennings presented the financial summary report of the Editorial Office of *Missiology* (pp. 6-7, attached).
It was noted that the Board of Directors will need to consider budgeting money for the transfer of the office from St. Louis to the new Missiology office in California since this expense was not included last year in the 2011 proposed budget.
It was moved, seconded and carried that the reports and budget be approved.

Report of the ASM Publisher: Darrell Whiteman read his report (pp. 8-10, attached). Darrell introduced Richard Starcher from Biola University to be considered for the Missiology journal editor position. Richard provided biographical information of his professional work and development, reasons for his qualification for the work of editor, and answered questions from members of the Board.

Darrell also asked Nelson Jennings, Scott Sunquist (reporting for Angie Dries) and Mike Rynkiewich to present their reports (attached).

Report of Electronic Media Committee: Phil Huber discussed his report (p. 18, attached). When initially launching the online forums, there was a lack of hacker protection, which led to unwanted material being posted on the site. This has since been corrected. Prior approval is now needed for someone to join the forums. Most of the Board of Publications members used the web site to register for the annual conference, indicating that wide use and practicality of the web site. Thanks were given to Josh Lomelino for his fine

service in listening to the ASM needs and responding appropriately to the web site concerns. Special thanks were also given to Phil for pushing this electronic media forward.

Phil proposed the following costs be brought to the Board of Directors to be included in the budget:

Training of new editorial staff = $1,000
Web site software modifications = $3,000
Web management (webmaster) = $2,400

Proposed By-Law Changes

Pp. 22-23: These pages describe proposed changes to the bylaws in order to help select people to fill Board of Publication vacancies.

P. 22: Article VI/Section 4: Bylaw change for Editor of the Missiology journal that should be sent to the BoD was unanimously approved. Changed wording is:

"The Board of Publications will vote on the Nominating ~~Selection~~ committee's recommendation."

P. 22: Article VI/Section 7: Bylaw change for Organization of the Board of Publications and Standing Committee that should be sent to the Board of Directors was unanimously approved. Changed wording is:

"The Board of Publications shall organize itself ~~themselves~~ by election of its ~~their~~ own officers."

"If one of the vacancies is for the position of the <u>editor and/or</u> chair…"

ASM Award Proposals

P. 24: ASM Book of the Year and Missiology Article of the Year award proposal:

This motion was tabled for further conversation in order to determine the purpose of the proposal, determine what books are eligible, etc. Some discussion ensued as to whether the books should be limited to authors within the ASM or expanded to include wider authorship. This should be discussed and decided at the November 2011 meeting.

New Missiology editor and ASM book series editor

Darrell Whiteman nominated Richard Starcher for the position of the editor of *Missiology*. He was also highly recommended by other Board of Publication members. He was elected by a unanimous vote.

Bill Burrows was nominated and unanimously elected as the chair of the ASM book series.

An on-line discussion will be created to discuss the e-publishing concerns raised in the Chairman's report, including the possibility of issuing *Missiology* online for free (p. 10). It was noted that this is an important discussion and this should not fall through the cracks.

Action commitments

1.   Items to bring to the Board of Directors
   a.   the following costs to be included in the 2011 budget:
      i.   Training of new editorial staff = $1,000
      ii.   Web site software modifications = $3,000
      iii.   Web management (webmaster) = $2,400
   b.   ASM book of the year and Missiology article of the year awards: further conversation is needed in order to determine the purpose of the proposal, determine what books are eligible, etc.
   c.   On-line discussion will be created to discuss the e-publishing concerns, including p. 10 of the attachment where it discusses the possibility of issuing the Missiology journal online for free.

Adjournment: Phil Huber entertained a motion to adjourn the meeting at 2:45 p.m. The motion was seconded and unanimously adopted.

Respectfully submitted:

_____
W. Jay Moon, Secretary-Treasurer

Authorized for Distribution:

_____
Phillip C. Huber, Chair of the Board of Publications

Report of the ASM Publisher

June 2012

This has been another year of transition for publishing in the American Society of Missiology. The transition to a new editor for *Missiology* and editorial team has gone well, despite a few bumps in the road. The three areas of scholarly endeavor that come under the ASM Board of Publications and report to the Publisher are 1) *Missiology*, 2) the ASM Scholarly Monograph series that publishes recent doctoral dissertations, and 3) the ASM Series published by Orbis Books. Each of these areas will bring a separate full report to the Board of Publications, but I want to comment briefly on these three areas of our ASM publishing efforts.

MISSIOLOGY. With Nelson Jennings leaving his post at Covenant Seminary, where he had developed a smooth running editorial office with the help of Dorothy Carroll and Dong Won Park, to take up responsibilities at the Overseas Ministries Study Center, we were suddenly faced with the need to transition to a new editor and editorial office. You will see from Rich Starcher's report as our new *Missiology* editor, that with the help of his assistant Andi Greene, the new editorial office is running smoothly despite a few glitches along the way. A perennial concern is the continued decline in subscriptions to *Missiology*. Many people let their subscription lapse simply because they forget about renewing. We will want the new editorial office to pay close attention to this problem and come up with some possible ways of addressing it.

Another challenge we faced this year was Charlie Farhadian's decision to discontinue as *Missiology* Book Editor. We sent out a notice of this opening and after some negotiating with his Academic Dean, Dr. David Fenrick has agreed to become the new Book Editor for *Missiology*. We are grateful for him stepping forward and volunteering and to Northwest College for making it possible.

We have received another proposal from Carolyn Porter at SAGE Publications to produce and distribute *Missiology*. We will want to discuss SAGE's proposal which we have turned down in the past. It seems risky to turn over some of the

production to SAGE, but with our sagging subscriptions, it may be time to take some risks. When *Mission Studies*, the journal of the International Association for Mission Studies, was taken over in a similar way by Brill who made lots of promises, we in IAMS were hopeful. But it has turned out to not be a good decision, so I would recommend that we be cautiously open to considering the new SAGE proposal.

ASM Scholarly Monographs. Under the leadership of Michael Rynkiewich, and his editorial committee, we have seen some fine doctoral dissertations published. We seem to have a good working relationship with Wipf and Stock publisher and the quality of their productions is excellent. Michael is arranging for a table at the ASM meeting to display and sell the books this year. That should generate significant interest among our ASM members, and hopefully generate some income for the publisher and authors. Once again, the challenge is marketing these books.

ASM Series. Bill Burrows who chairs the ASM Series is not able to be present at our Board of Publication meeting so his report will be presented by Jonathan Bonk. We are pleased to see that two new titles of substantial books have been published this year, as well as a 25th anniversary edition of David Bosch's *Transforming Mission.* Several other manuscripts are under consideration and the ASM Series committee reminds us to keep encouraging our members to submit book proposals to the committee.

Respectfully submitted,

Darrell Whiteman

Darrell Whiteman, Publisher

American Society of Missiology

Editor's Report – Richard L. Starcher
June 13, 2012

Last year, *Missiology* editor Nelson Jennings predicted a steep learning curve for the new (yet unidentified) editorial office, particularly given the short transition time between offices. He spoke with prophetic accuracy. Nevertheless, we are thankful for assistance of the previous editorial staff, namely Dorothy Carroll (Editorial Assistance) and Dong Won Park (Financial Assistance) without whose assistance the transition would have been unimaginably difficult. Of course, Nelson, himself, as outgoing editor, Phil Huber, as Board of Publications Chair, and Darrell Whiteman, as Publisher, were also of considerable assistance. Andi Greene (new Editorial and Financial Assistant) and I are grateful to Biola University for the office space, and the financial and logistical support generously provided. I am particularly thankful for the excellent team of Associate Editors I inherited (Colleen Mallon, Eloise Menses, Jehu Hanicles, and Jay Moon), as well as outgoing Book Editor Charlie Farhadian. I also am grateful for John Eagleson, our typesetter, Jean Warren, our advertising manager, and Evangel Press, which handles printing and distribution.

The State of the New Missiology Office

When the ASM Board of Publications convenes this year at Techny Towers, the new editorial office will have been functioning for about ten months. The learning curve is still sharp, but not as steep as a few months ago. The first two issues assembled by the new office (January and April 2012) both appeared late. January was mostly the fault of my office (part of the learning curve) but part of the delay was due to receiving the book reviews late. We were on track to deliver the April issue on time when our typesetter suffered health problems and had an important family event, which delayed the final process of delivering the journal to Evangel Press. (In all the April issue was only about a week late.) The July issue should appear on schedule. We also have adjusted our preparation schedule to allow for the unexpected (part of the learning curve, again).

Late Delivery of the Journal

Due (at least in part) to the two, recent guest-edited theme issues (Oct 2011 and Apr 2012), we have a considerable backlog of articles approved for publication. Some authors have expressed their impatience at the delay in getting their work in print. Nevertheless, we are following through on the promise made to Bob Priest and Brian Howell, who will guest edit a theme issue on Short-term Mission for April 2013.

Some Numbers

76: Articles/manuscripts submitted in 2010
53: Articles/manuscripts submitted in 2011
12: Articles editor rejected or returned to authors for resubmission
30: Articles reviewed by associate editors
19: Articles approved for publication
21: Articles reviewed then rejected or returned for possible resubmission
01: Total 2011 articles still awaiting decision

1200: Approximate number of subscriptions reported by editor in 2011
715: Number of subscriptions in our present database[1]

Discussion Items

Three notable items merit discussion: 1) articles published in electronic-only format, 2) number of subscriptions, and 3) a proposal from Sage Publications. I will address the last of these in a separate document.

Electronic-only Articles

While all *Missiology* articles are available electronically to all subscribers (i.e., those with and without a hardcopy subscription), a few articles in 2011 did not appear in print but were accessible only in electronic form. As far as I know, we have no way of tracking how many "hits" our e-only articles got. The little feedback I have received from authors on having their work published in e-only form has been lukewarm at best. Nevertheless, we will continue to experiment with e-only publishing of some articles.

Number of Subscriptions

Obviously, having a clear idea of the "health" of our subscription rate is important to us. However, it seems the figure used to report the number of subscriptions last year (and presumably before), was the number of those having electronic **access** to the journal (labeled "active" in our database) and not those who are current in paying for a subscription or paying ASM dues (those with "calculated deferrals" in the database, even if for one year). In the present database, the number of the former is 1226; the number of the latter is 715. Hence, there seems to be no clear evidence of a decline in readership (unless we indeed lost around 500 subscribers in a single year). However, I have no verifiable access to the record of paid subscriptions from 2010 nor am I certain if the number reported last year was, indeed, that of readers with **access** to the journal. In any case, the editorial office is planning to launch a subscription renewal campaign this fall.

Sage Publications Proposal (See attachment.)

Financial Report & Budget (See attachment.)

Respectfully submitted,
Richard L. Starcher, Editor

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[1] I address below the apparently large discrepancy in our subscription rate.

Missiology: An International Review - 2011 Annual Report For the 2012 ASM Meeting[RICH STARCHER]

Income

	2011 Budget	2011 Actual	2012 Deferred Budget	2012 Deferred Actual	2013 Deferred Budget	2013 Deferred Actual	2014 Deferred Budget	2014 Deferred Actual	2015 Deferred Budget	2015 Deferred Actual
Subscriptions	21,000.00	6,777.00	$14,000.00	12,104.00	$2,500.00	1658.13	1,000.00	411.25	1,000.00	13.13
Ed Ofc wages supplmnt SL	6,000.00	4,000.00								
Ed Ofc wages supplmnt LM	0.00	5,000.00								
Back Issues	1,500.00	155.00								
Advertisements	14,000.00	9,599.20								
Royalties	4,000.00	3,832.00								
Bank credit for new accts		100.00								
ASM Membership		632.50								
2011 Total Income	46,500.00	30,095.70								
Deferred income for 2011	20,000.00	29,716.00								
	66,500.00	59,811.70								

Expenses

	2011 Budget	2011 Actual
Wages 1 STL Office	8,122.50	5,018.00
Wages 2 LM Office		2,692.31
Evangel (Printing)	12,000.00	12,448.00
Evangel (Mailing)	5,800.00	7,067.00
Evangel (Misc)	850.00	1,964.00
J Eagleson (typesetter)	6,000.00	5,403.00
J Warren (ads)	3,000.00	4,019.00
Cover Art	20.00	45.00
Supplies & petty cash	650.00	666.00
Service fees		45.00
Mailing (MO)		1,560.84
Misc (MO)	100.00	147.77
Mileage (MO)		227.33
Total Expenses	36,542.50	41,303.25
BALANCE	**29,957.5**	**18,508.45**

Budget for 2012

Income

Subscriptions	14000
Ed Ofc wages supplmnt LM	10000
Back Issues	1000
Advertisements	14000
Royalties	4000
ASM Membership	650
	43650

Expenses

	7000
Wages 1	12000
Evangel (Printing)	5800
Evangel (Mailing)	1000
Evangel (Misc)	6000
J Eagleson (typesetter)	4000
J Warren (ads)	50
Cover Art	700
Supplies & petty cash	600
Service fees	500
Travel-ASM meetings	440
ASM Reg for Ed Asst	38090

Report of
American Society of Missiology Series Committee
to the
Publications Board

ASM Annual Meeting, 15 – 17 June 2012

Since the 2011 annual meeting of the American Society of Missiology, Orbis Books of Maryknoll, New York has published two new ASM Series books and an anniversary edition of the Series' all-time best seller. The books are:

- David J. Bosch. *Transforming Mission: Paradigm Shifts in Theology of Mission.* Twentieth Anniversary Edition, with new concluding chapter by Darrell L. Guder and Martin Reppenhagen (No. 16 – 1 November 2011). xvi, 630 pp.

- Stephen B. Bevans, editor. *Mission & Culture: The Louis J. Luzbetak Lectures* (No. 48 – 6 February 2012). xi, 322 pp.

- Stanley H. Skreslet. *Comprehending Mission: The Questions, Methods, Themes, Problems, and Prospects of Missiology* (No. 49 – 12 February 2012). xii, 243 pp.

The Committee has recommended for publication a book by a member of the ASM on the topic of issues in contextualization. The book has recently been submitted to Orbis, from whom we expect soon to receive word of acceptance. Nevertheless, we follow our custom of not naming authors and titles of prospective books, lest problems arise to cause embarrassment.

In addition, the Committee anticipates approving a book on issues in cross-cultural discipling by another ASM member, but needs time to finish our deliberations.

The Series Committee reminds members of the publications board that we encourage you to encourage members of the APM and ASM, as well as other missiologists you may meet in your travels to submit proposals to the members of the committee. By the criteria under which the Series was established, we are looking for topics that will appeal across the various disciplines of missiology: biblical, anthropological, historical, practical, and theological. A proposal – not a manuscript – can be sent to any of the three members. What we look for in a proposal are the following elements:

1. A cover letter explaining what the book is about, who the intended audience is, what is truly special about it, its length, estimated date of completion, names of missionaries, scholars, or church leaders who have read it or worked with you on it and can answer questions if we wish to call them.

2. An outline or table of contents with a few sentences explaining the argument of each chapter and its approximate length.

3. A sample of the manuscript, such as an introduction or chapter, that will give us a sense of your style, degree of specialization and level of difficulty of the text, and the book's suitability for classroom use.

Scott Sunquist and Bill Burrows regret that they cannot be at Techny for the meeting. Scott is house-hunting and conferring with colleagues at his new post, the Fuller School of Intercultural Studies, where he will soon be assuming the dean's office. Bill is not here because of medical problems in the family.

Jonathan J. Bonk (jbonk@omsc.org)
William R. Burrows (wrburrows@optonline.net)
Scott W. Sunquist (Sunquist@fuller.edu)

ANNUAL REPORT
COMMITTEE ON ASM SCHOLARLY MONOGRAPHS
JUNE, 2012

1. The ASM Scholarly Monograph committee continues its good relationship with Wipf and Stock publishers and is pleased to continue the series with the imprint of Pickwick Publications. First, let me report on a meeting that I had with Wipf and Stock. I attended the Association for Social Anthropology in Oceania annual meetings (I have been associated with this group since 1969 and currently serve as Site Coordinator) in Portland the second week in February. On a Friday, I rented a car and drove down to Eugene, at the invitation of James Stock.

I had lunch with our editor, Chris Spinks, with the owner, James Stock, and with the Marketing Director, Raydeen Cuffe. Had a great time as they are good people. We talked about the ASM Scholarly Monograph Series. They are happy with the way the series is developing and want to continue. However, they think that it is developing at about the right speed, and do not want to publish more books per year than we are currently publishing (about 3 per year). So, we need to continue to be selective in our evaluations. In a tour, I noted that there are no old-fashioned printing presses, just three machines that looked like big xerox machines. Their process involves editing and creating an electronic copy; once that is done, they can do anything with it: print books, put books on Kindle, even put books online. Also, as soon as a book is ready, they put it on Amazon so it is immediately available. So, they are well positioned to keep changing with the times. I felt good about the meeting and look forward to our continuing relationship with them.

One result of the meeting is that I have negotiated a way for us to manage a book table for Wipf and Stock with books in our series and other relevant missiological books for the APM/ASM meetings. We will take cash, checks, and credit cards (write down the numbers and charge it later). So, I will be preparing a book list with a recommended number of books that they should send to Techny. I found out last year that when I set books out and leave them unmanaged, they get pushed to the side. This time we will be not only showing our books but also selling them. This should move the ASM Scholarly Monograph Series onward and upward (see publication figures below).

2. The mandate to the committee is to read and evaluate dissertations that would be useful to the study of mission if they were made available in a timely manner. The committee has been working with few guidelines, but among them are:
      a. give priority to Ph.D. dissertations defended within the last five years,
      b. consider the missiological import of the dissertations,
      c. evaluate whether or not they should be published by ASM,
      d. where needed, provide suggestions to the author.

3. The current list of publications with total sales as of May 2012 in parentheses:

1. 2007 Ken Christoph Miyamoto. *God's Mission in Asia: A Comparative and Contextual Study of This-Worldly Holiness and the Theology of Missio Dei in M. M. Thomas and C. S. Song.* (122)
2. 2008 Edley J. Moodley. *Shembe, Ancestors and Christ: A Christological Inquiry with Missiological Implications.* (250)
3. 2009 Roberta R. King. *Pathways in Christian Music Communication: The Case of the Senufo of Cote d'Ivoire.* (50)
4. 2009 W. Jay Moon. *African Proverbs Reveal Christianity in Culture: A Narrative Portrayal of Builsa Proverbs, Contextualizing Christianity in Ghana.* (220)
5. 2009 Auli Vähäkangas. *Christian Couples Coping with Childlessness: Narratives from Machame, Kilimanjaro.* (78)

6. 2009 E. Paul Balisky. *Wolaitta Evangelists: A Study of Religious Innovation in Southern Ethiopia, 1937–1975.* (300)
7. 2010 David Endres. *Under the Cross and the Flag: The Catholic Student's Mission Crusade and the American Quest to Urbanize the World, 1918-1971.* (115)
8. 2011 Colleen M. Mallon. *Traditioning Disciples: The Contributions of Cultural Anthropology to Ecclesial Identity.* (118)
9. 2011 Chris Flanders. *About Face: Reorienting Thai Face for Soteriology and Mission.* (80)
10. 2011 Steve Pavey. *Envisoning/Embodying Christianity in Hong Kong: Theologies of Power and Crisis.* (170)

4. The chair considered and decided not to review some dissertations. The committee
read and decided not to publish some dissertations. The following have been approved
and are in various stages of publication.

1. Shawn Redford. *Constructing a Biblically Informed and Spiritually Grounded Missological Hermeneutic: In Search of a Grace-Filled Mission Practice.*
2. David Leong. *Street Signs: Toward a Missional Theology of Urban Cultural Engagement.*
3. Ethan Christofferson. *Being 'Hakka' and Christianity: Exploring the tensions between the 'Hakka' ethnic identity and Christianity in northwestern Taiwan.*
4. Gregg Okesson. *Re-Imaging Modernity: A Contextualised Theological Study of Power and Humanity within Akamba Christianity in Kenya.*
5. Jonathan Barnes. *Partnership in Christian Mission: A History of the Protestant Missionary Movement.*
6. Jukka Antero Kääriäinen. *Missio Shaped by Promissio: Lutheran Missiology Confronts the Challenge of Religious Pluralism.*

5. The following are still being considered by the committee:
   1. Kim Lamberty. *Eyes From the Outside: Christian Mission in Zones of Violent Conflict.*
   2. Joseph Thomas. *An Emerging Tribal Christian Community: Dialogue between Garo Culture and Christianity.*
   3. Sarita Gallagher. *Abrahamic Blessing Motif as Reflected in the Papua New Guinea Christian Revival Crusade Movement: Blesim bilong Papa God.*

6. Issues and questions for discussion and direction:
   1. What more can we do to promote the series?

Respectfully Submitted,
Chair: Michael A. Rynkiewich
Committee Members for 2011-2012: Paul Kollman, James Krabill, Judith Lingenfelter,
Roger Schroeder, Bonnie Sue Lewis, Gary Simpson

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Report to the Board of Publications
American Society of Missiology
Electronic Media Committee
Annual Meeting, June 14, 2012

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At the 2009 Board of Publications meeting the Electronic Media Committee (Committee) was constituted and the Pub Chair, the Publisher, the Editor of Missiology and the ASM Secretary-Treasurer were designated as members of the Committee. In addition, this year during the November Board of Directors Meeting, I also appointed Patricia Fenrick and Genevieve Mougey to serve on the committee. The Committee had one formal meeting this year– an online meeting using Webex technology. The primary agenda for the meeting was to set priorities for spending of money for modifications on the web site.

Worked has continued this past year to develop the new ASM Web Site and work with Joshua Lomelino to make modifications to the data base and CMS (content management software). The largest part of our work and expenditure of money has come through modifications to the CMS.

These modifications have been necessitated because of issues that could not have been foreseen when decisions were made for constructing the web site in its infancy, our lived experience with the site, and needs identified by staff–especially as we seek to meet the needs of the new editorial staff.

One of the major issues was the web based registration process. After the experience of using the system last year, it was obvious that modifications needed to be made to make the registration process more user friendly. Some of the issues related to incorporation of the APM and AETE registration process with ASM. Cost for these were pro-rated to each group based on number of hours involved in making the modifications.

Following is the content of an email I sent to Jay Moon that explains moneys approved and spent for the past fiscal year on web site design and modifications:

> *The ASM Board of Director approved the following money for the fiscal year 2011-2012:*
> >*Training of new editorial staff = $1,000*
> >*Web site software modifications = $3,000*
> >*Web management (webmaster) = $2,400*
>
> *In addition, an additional $1,000 was approved for the web site at the November BoD meeting. Web hosting related expenses were in another line item. We therefore had a total of $5,000 for web software and new staff related expenses for the fiscal years June 2011 to June 2012.*
>
> *Based on the info you (Jay) sent me, we have spent/paid Josh a total of $2762.50 during this fiscal year.*
>
> *Josh's present invoice with us is $4058.75. Of that, $807.50 is money owed to ASM by APM (552.50) and AETE $225). So, our cost of the present invoice is $3251.25. Josh agreed that we will pay him the remaining amount of money we have budgeted for this year $2,237.50. We will pay the remaining $1013.75 immediately after the Annual meeting when the new fiscal year begins. We should go ahead and pay him the $807.50 for APM and AETE as that money will be reimbursed to us.*

In addition to this work, Andi Green, at the *Missiology* office, and Dorothy Carroll*,* our web master, have compiled a list and description of work that still needs to be done on the web site. That description follows, from the Google Doc we created to help us manage the work:

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15

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Punchlist for Web Changes 2012-2013
Document started 5-11-12

This document contains all items that were not processed from the punchlist that was primarily for registration changes.

This punchlist is for 2012 changes and is a summary of all requests to date that have not been processed.

Part 1: Andi's requests
Part 2: Dorothy's requests

All summaries based on the "high end" of estimate ranges, just to be safe, as opposed to the low end ranges.

Part 1 hours summary – Andi's requests
Item 1B: 3 hrs

> **1B)** Is it possible to pull up data from any of the data fields (such as address and check number-[added by Andi 4-4-12])

> [JL Yes, this would be a different process outside the "payment confirmation" screen. This would take the form of a "search database", where you could provide a search phrase (such as a check number, paypal confirmation number, etc...), and have it query all different fields in the database and have it return results based on your search criteria. For example there could be a text field where you provide your search. This would be for the payments only table, is that correct?]

> [1B would take approximately 3 hours to complete]

Item 3: 10 hrs

> 3) On a update user account screen, it would be helpful to see when their subscription starts, ends, etc. all on one screen, instead of searching through payment confirmations. Could we make it so that by pulling up the name in the DB, all the pertinent account information is viewable, such as subscription start/end dates, type of sub, payment type, status of subscription,Perhaps an intermediate step would be to bring up hyperlinks for all their past payments that could be clicked off to for subscription start dates and end dates.

> [this should be possible, at varying levels of complexity - 5-10 hrs of programming should make it possible to create a hyperlink out to past orders where the admin can click off to see a listing of past orders. To include all start and end dates for subscriptions on the same screen as the user's account should be possible, but would involve more programing, approximately 9-10 hours total. This would save time on the admin's part and should be possible to do the lower cost version which wouldn't be as user friendly, or with a few more hours should be possible to include all info their update user account screen. Option B here would be ideal from a usability standpoint.] JL

Item 3B: 2 hrs

> 3B)
> [also associated with this, would be for a user to be able to view their past transaction history - such as payments, etc... what specifically do we want them to see?... no changes would be possible from the user's side]'

> We want the user to see:
> 1) type of payment
> 2) when subscription started/ends and the type of subscription
> (a running history of each transaction that the user has had from inception)

> [be sure to also include APM in this financial account history display to users]

3b) essentially, this allows us to take the code developed in 3, and merge it to the user's perspective--saving development time.

Item 4: 4 hrs

4) they need to be able to have a list of all subscriptions that are exchanges. Determine the best way to export this information and maybe include this as a field within a current export, or maybe program a new export specific with this information

[I think this should be possible as well. I would need to analyze the database and screens in more detail, but can estimate this should take no more than 3-4 hours] JL

Item 5: 2 hrs

5) program an "export book reviewers" as a separate option to reduce the amount of downloads of the entire data set--simply export the records marked as book reviewers.

[yes, possible to do, approximately 2 hrs] JL

Note during meeting from JL:
Question, perhaps have this be a list of only e-mail addresses? Or should we export the full set of data for each account?

1) Download only e-mail address and name
2) download full information

If we are pressed on budget we only do #2 above. Is that correct?

For each issue there are about 15 book reviewers. in order to mail book reviews, we currently have to go in to database to get their db. We need a function to download addresses for these book reviewers.

Andi, if you could specify if you want both 1 and 2. AG, 5-24-12. Emails are most important for me, to be sure. Does the Book Review Editor need the full address information though?

Comment on #5: I think it would be most helpful if this list only included email addresses. Andi, does that sound right to you? AG, 5-24-12. See my comment immediately preceding.

Item 8: 2 hrs

8) Every time I make a change to the accounts in the DB and save, even a punctuation change, an email notifies my computer and the subscribers' computers. Now I'm getting emails from readers saying basically, "What's going on?" This seems to be a new phenomenon. Can we stop this unsolicited email notification, both to me and to the account holders? I would like to be able to manage the DB without any notifcations going out.

Note from meeting 1/26/11
Give the admin the option to specify yes or no with regard to sending an e-mail to the user and the admin. Default on "no" and have the option to say "yes" (note to Josh, use SOLS logic to provide the if branch so that admins have the option to either send the message or not). JL

[Cost estimate - can use pre-existing logic from my other programs from other clients - probably no more than an hour or two] JL

Item 9: 15 hrs

9) Could subscriptions be marked "Active" automatically once a payment has been fully processed? Similarly, it would be even more helpful if a person's subscription could automatically be DE-activated (no longer marked as active) when their subscription period has ended. Currently this all has to be done manually, and especially the part about remembering to mark people as inactive when their subscriptions expire has become a very big task (with big implications for our subscription numbers and for the accuracy of our mailing lists).

[notes from meeting JL

.we need to confirm that a payment has been fully recieved before payment is marked as active
.this is important because a person marked as active has full access to the online materials
.checks and balances to make sure a person has indeed paid
.this has implications with offline payments and online payments could we have the account become active/marked as active once the payment has been paid?
.would it be possible to have subscriptions deactivated once a subscription period has ended?
.rather than giving people access if Andi has not manually deactivated subscriptions

when we confirm a payment, we have to mark "yes" confirmed - happens on the financial confirmation screen as opposed to their user account screen

then we go to the user account screen and have to mark active
--if we

CRON jobs - involve a batch automation

[10-15 hrs]

Item 10: 10 hrs

10) add a re-order items to database for the digital downloads for the missiology online downloads

[**1-2 hrs** because I can draw from pre-existing logic from other clients]   JL

End of Andi's requests
51 hrs * $85/hr = $4,335

Start of Dorothy's requests

Item 13: 3 hrs

13) Dorothy here again. Several Missiology subscribers have expressed that they find it difficult to access the online journal. In response, I added several new links that take people directly from the home page and Missiology page to the login page. I think that has improved things, but if there would be additional ways to make it easier to get to the Missiology online files, that might be helpful.

Item 14: 7 hrs

14) Further, and more importantly, when people do log in and are looking at the Missiology files, they find it less than easy to locate what they want to read. For instance, currently, when new files are uploaded, they have to go at the bottom of the list of other previously uploaded files. It would probably be preferable to have newer files go at the top of the list. But really it would be best to be able to easily rearrange the placement of the files. For instance, sometimes we need to temporarily remove a file (or wait to post it in the first place), then post it later. That makes it appear out of order from what people expect to see, so they think that the item they're looking for isn't there.

[JL This would involve re-programming this page to have an "order sequence" feature where you could assign an order number and have everything re-sort. This is a more robust handling as it involves relational tables... I could take pre-existing logic from my other software and adapt it for much less time than it would take to do from scratch.... probably 5-7 hours total]

Item 15: 3 hrs

15) Along similar lines, we've had a request to post images of the covers of the issues above or next to the uploaded titles, since some people remember the cover of an issue they saw but do not remember the volume and issue number. Could we add spots for images next to the article/issue links, or even make the pictures themselves link to the articles/issues (though if we do the latter, we'd still need to be able to list the volume and issue numbers in a text link)?

[JL - yes this would be possible... if done in conjunction with the item directly above it should only take a couple hours to implement this code -- estimated 2-3 hours to complete]

Item 16: 3 hrs

16) Could we "export" subscribers with email addresses and those with no email addresses? That way, I could send renewal notices via email to those with email, which would save a lot of time. Paper renewals would still be sent to those with no email.

[JL - yes, I would need more detail on specifically where this logic would be inserted in to the admin screens, but I imagine this would take about 2-3 hours to plan out the screens and program them. I would need more detail before starting.]

End of Dorothy's requests
19 hrs * $85/hr = $1,615

Total estimated hours between Dorothy's requests and Andi's requests
$4335+$1615=$5,950

Please note: these figures, given to us by Joshua Lomelino, are liberal estimates. He does not anticipate the total will reach these amounts. From our perspective, the figures represent the worst case scenario.

Andi Green will be present for our discussion on this matter and can help us navigate through these requests as put forth a realistic budget proposal to the Board of Directors for 2012-2013.

I am very appreciative to all on the Committee members who have given their time and expertise, allowing us to reach this point in develop of the new web site. Our work over the past three years has allowed the Society to make a monumental transformation in the way we manage our organization and present ourselves on the web. I want to give special thanks to Josh Lomelino for the expertise he continues to provide us and the generous contributions he has made to us through his substantial discounts.

I feel it is now time to bring new leadership to chair the Committee. There are others who's ideas and expertise can take us to the next level and step in the continued development of the web site and integration with other social media. I look forward to supporting the next person who steps into the chair's role.

Respectfully Submitted,

Phillip C. Huber, Chair

By-Law Clarification

At the November 2011 Board of Directors Meeting there was discussion about the Electronic Media Committee. The minutes of that meeting read:

> *"It was decided that the "Electronic Media Committee" meets and reports to the BoP. This is separate from the publisher's annual report. The by-laws need to be changed to recognize the Electronics Media Committee as part of the BoP.*

To help our discussion, on the following page is a copy of the ASM Constitution, Bylaws, Article VI, Sections 1-7, containing the changes approved by the BoD based on our recommendations to them last year.

To allow the Bylaws to reflect the Board of Directors' decisions, I recommend the following Bylaw changes:

Section 4. Management of ASM Publications

(By addition, adding the text in red.)

a. *Missiology: An International Review* is a peer-reviewed scholarly quarterly journal……mission studies. The Editor of Missiology reports to the Publisher.

b. *The ASM Series* publishes books of a scholarly nature in association …..the wider theological conversation. The ASM Series Editorial Committee reports to the Publisher.

c. c. *The ASM Scholarly Monograph Series* publishes dissertations and other works …. appropriate readership. The ASM Scholarly Monograph Series Editorial Committee reports to the Publisher.

d. d. *The ASM Electronic Media Committee* has ....on matters of interest to the Society and mission studies. The ASM Electronic Media Committee reports to the Board of Directors.

Section 7: Organization of the Board of Publications and Standing Committees

When a vacancy occurs in a standing committee (e.g. ~~ASM Series and/or ASM Scholarly Monograph Series~~ *ASM Series Editorial Committee, ASM Scholarly Monograph Series Editorial Commitee and/or ASM Electronic Media Committee*), a nominating committee ….

ASM Constitution, Bylaws
Article VI- Board of Publications and Standing Committees

Section 1: Board of Publications

The board of publications shall consist of nine (9) members who shall serve a term of four years. Ex-officio members shall consist of the president and secretary-treasurer.

At the first meeting of the board of publications, the members of the board of publications shall, by lot, classify themselves into four groups. The first group shall consist of four members whose initial term of office shall be one year. The second group shall consist of four members whose initial term of office shall be two years. The third group shall consist of four members whose initial term of office shall be three years. The fourth group shall consist of four members whose initial term of office shall be four years. This classification and the initial short terms are for the purpose of providing as nearly as numerically possible for the election of one fourth of the members of the board of publications each year. A member of the board of publications may succeed himself/herself in office.

Section 2: Publisher

The publisher shall be elected by the board of publications for a 3-year term. The person may be re-elected.

Section 3: Editorial Policies

Policies concerning the publications shall be determined by the board of publications, subject to review by the membership at the annual meeting.

Section 4. Management of ASM Publications

The persons appointed to manage ASM's Publication areas as editors and committee chairs shall be elected to a four-year term of office by the Board of Publications, and shall be assisted by such persons as the editor or committee heads shall appoint to assist them. These areas of publication and a brief description of their aims are as follows:

a. *Missiology: An International Review* is a peer-reviewed scholarly quarterly journal that publishes articles on the full range of practical and theoretical issues that are the subject matter of the discipline of missiology and mission studies.

b. *The ASM Series* publishes books of a scholarly nature in association with a publisher whose list is respected in the academic world in an effort to bring works of mission studies into the wider theological conversation.

c. c. *The ASM Scholarly Monograph Series* publishes dissertations and other works of a specialized nature in mission studies to make such work available to its appropriate readership.

d. d. *The ASM Electronic Media Committee* has responsibility (1) for the design and upkeep of the Society's website as a resource for the Society itself and to provide information on the Society for all who seek it; (2) for the publication of materials such as but not limited to issues of *Missiology*, the Society's other publications, and for electronic forums on matters of interest to the Society and mission studies.

When there is a vacancy in the position of Editor of the Journal of *Missiology*, a nominating committee shall be appointed by the Chair of the Board of Publications that shall consist of the ASM Publisher and one person from each of the three ASM constituencies (Independent, Conciliar, and Roman Catholic) who are members of the Board of Publications. The Chair of the Board of Publications will be an ex officio member of the nominating committee. Other members may be appointed to the selection committee in order to provide balance in constituency representation.

The Nominating Committee will submit their nomination to the Board of Publications. The Board of Publications will vote on the Nominating Committee's recommendation. A majority of votes of those present is needed for election of a new editor.

Section 5: Election

Each year at the first session of the annual meeting of the members, the president shall appoint a member to chair and select a nominating committee to report at the annual meeting in the following year. Over the course of the year the committee shall develop a slate of candidates for the positions on the board of publications to be filled. The committee shall make its report at the annual meeting of the members in the following year and its slate of nominees shall be elected by ballot by the members at the annual meeting.

Section 6: Standing Committees

Standing committees maybe established as deemed necessary by the board of directors or by the membership at the annual meeting.

Section 7: Organization of the Board of Publications and Standing Committees

The Board of Publications shall organize itself by election of its own officers.

When a vacancy occurs in a standing committee (e.g. ASM Series and/or ASM Scholarly Monograph Series), a nominating committee of three persons representing the ASM constituency (Conciliar, Catholic, and Independent) shall be appointed by the Chair of the Board of Publications to nominate persons to fill the vacancies. Vacancies shall be voted by the BoP for a 3-year term that is renewable.

If one of the vacancies is for the position of editor and/or chair, the same process of nomination and election should be conducted by the BoP. The ASM publisher is an ex-officio member of the nominating committee with voting rights.

American Society of Missiology
Board of Publications Election Grid Transitioning to New Constitutional Guidelines of 9 Members (beginning 2012)

	CLASS 2012	CLASS 2013	Class 2014	Class 2015	Class 2016
CONCILIAR PROTESTANT	Lalsangkima Pachuau David Dawson	Phil Huber	Elected 2012	Elected 2012	Elected 2013
ROMAN CATHOLIC	Robert Hurteau	William Burrows Mary Mott	Elected 2012	Elected 2013	Elected 2013
INDEPNDT	Judith Lingenfelter	Howard Snyder	Elected 2011 Al Tizon	Elected 2012	Elected 2013

Board of Publications needed to be elected in the following years:

2012: 2 Conciliar (one class of 2014; one class of 2015); 1 Roman Catholic (class of 2014); 1 Independent (class of 2015)

2013: 1 Conciliar (class of 2016); 2 Roman Catholic (one class of 2015, one class of 2016); 1 Independent (class of 2016)

2014 ff: Elect one person for each category