

Minutes
NCSA New Council Meeting
April 12, 2015
Cleveland, OH

Present: Brendan Mullan (president), Matthew Lee, Debra Swanson, Bob Carrothers, Melinda Messineo, Leslie Elrod, Rachel Kraus, Rachel Stein, Michelle Bemiller, Sam Mindes, Jeff Seymour, Mellisa Holtzman, Lisa Hickman, Fayyez Hussain, Annulla Linders, Kathleen Piker-King, Todd Callais, Chadwick Menning, Danielle Lavin-Loucks, Conference Coordinator Joyce Lucke

Call to order at 9:10 AM, Brendan Mullan presiding. Introductions were made around the table.

President's report (Brendan Mullan):

- We are well ahead of schedule and in good shape for the 2016 joint MSS meeting in Chicago.
- Welcomed all of the new officers and volunteers and looks forward to working with everyone. He expressed appreciation for everyone's work and time

Vice President's report (Bob Carrothers):

- The sessions were very well attended. It was rare to have any session with less than ten people in the room, so sessions were better attended than previous conferences.
- New this is year was collecting data from session moderators on the number of people attending sessions and no-show papers.
- Bob reiterated that we are very good shape for 2016 meeting, and we are working well with MSS. They've been nothing but cooperative with us. We feel that we are full and equal partners with the MSS. The joint MSS/NCSA 2016 meeting will be the second largest sociology meeting in the country, and perhaps, the world.
- Bob asked council members if we noticed any problems in the meeting. No complaints were offered. Fayyaz mentioned internet issues in one session. Joyce responded that not having internet access was mentioned in the Call for Papers and various emails. She reported that if we wanted AV (internet access) in all of the meeting rooms for two days, it would cost us around \$2000 extra at this conference. Joyce mentioned that internet is a revenue stream for hotels, so charging so much for it will most likely not go away. Anna said there were very few complaints and lack of internet was not a major problem overall. Todd suggested that the media and inequality sections held in the Kaiser rooms were better attended than we predicted, so it was a little crowded. He suggested sessions with those topics may require bigger rooms in the future. Matt reminded us that our organization may have outgrown this particular hotel space. Joyce told us that she asked to hotel to keep us posted as to whether they purchase the arcade building (the hotel doesn't currently own the building) because that may make a difference in whether we can return to the space in the future. If the hotel were to purchase the building, we may be able to use some of the storefront space for meeting rooms, which would give us more space. Because we don't know what will happen with the space, we are currently not prepared to sign a contract to return to this hotel. Returning to discussing the 2015 meeting, Bob mentioned there were some papers in research sessions that may have fit

better in roundtables since they did not have results. The council generally agreed that the hotel staff assisting with technology throughout the conference was incredibly helpful. Brendan asked Joyce to reiterate to the hotel how appreciative we are of their technology assistance.

President Elect's report (Deb Swanson)

- She has discussed theme for 2017 and will report it at the mid-year meeting.

Vice President Elect's report (Melinda Messineo)

- It will be a challenge to hold institutional memory so it isn't lost in the interim year with Chicago meeting (our bi laws are suspended for that meeting and the organizational process is different).
- Brendan reminded us that the 2017 meeting will be in Indianapolis.

Treasurer's report (Leslie Elrod)

- There were about 400 people who attended the meeting, and over 400 paid for the conference.
- Leslie thanked Anna and Joyce for communication. We had a high number of pre-registrants, so things went easier and faster at the registration desk. Registering on smart phones also made things easier. Registration and communication went well. We don't have to track anyone down for money this year.

Conference Coordinator's Report (Joyce Lucke)

- She received about 50-60% of moderator reports. She will send email reminders and thank yous to people who moderated sessions. Based on the reports she received, Joyce reported that average attendance in a session was 15-20 people. Several sessions had twenty people, and a few had thirty people in attendance. Joyce reiterated that only a handful of sessions had less than 10 people. She reported there were thirteen no-shows, and some of those may have cancelled extremely late.
- Conversion to Adobe Catalyst for registration went well, although there was a steep learning curve. Some people's individual PayPal accounts gave them a little trouble, but once they were walked through the process, problems were fixed. The process will most likely go smoother next year. Only around 15 people had trouble paying with the system. Leslie was able to issue refund much quicker than in the past. So, the system worked well.
- We had a handful of sponsors for this conference.
- The virtual book exhibit was small, but it worked. Some publishers did not want to participate this year, but may want to participate next year. We got a lot of positive feedback about the exhibit.
- Joyce suggested that members of council may consider volunteering for an hour at the registration desk so we can hear what people say about the conference. Informal comments may help form our council discussions. It would also give Joyce and Leslie a break. Todd asked about a receipt with PayPal because some universities want more than a PayPal receipt. Joyce responded that people can sign up if they want more than the PayPal receipt and send her an email.

- Melinda asked Leslie about the shift away from the bulk rate for undergraduate students. Leslie said there was only one institution with which that was a challenge, but it got worked out. Joyce said that there were a lot of earlier registrants.

Teaching Section Chair's report (Mellisa Holtzman)

- There was a teaching section breakfast at which we generated some ideas for sessions for next year. Mellisa will follow up with people who volunteered to organize teaching sessions. She needs to process the paperwork for the certificates from this conference. Anna asked about the right number of teaching sessions and maybe get a sense of number of attendees. The Vivienne room seemed to be a teaching related room.

Student Section Chair's report (Sam Mindes)

- Sam spoke with Alan Grigsby who was previously in the position, and they will continue to communicate.

Brendan asked for any other comments on either the student or teaching sections. Joyce responded that she sent emails to student and teaching section members to inform them of the events specific to their section. She also emailed people regarding the community college meeting. The check box on the form was easy and hopefully that generated interest in the sessions. Leslie mentioned TRAILS may be interested in working with us at the joint meeting to draw more attention to teaching and community colleges, especially since MSS does not emphasize community college professionals.

OLD BUSINESS (conversation facilitated by Brendan Mullan)

- Outreach to Big 10: Brendan will report at the mid-year meeting. He will reach out to the department, undergraduate, and graduate Chairs at these universities. He may not limit his outreach to just the Big Ten schools to encourage a more diverse range of schools participating in the NCSA. Bob is working on a spread sheet to list the colleges and universities that we may want to contact. Anna suggested that all of the regional associations have the same participation problems at the NCSA. One strategy is to invite people to participation in special sessions and panels or author meets critics sessions. In addition to increasing conference participation, it would provide an opportunity for students to see the people who write the papers they read. Todd suggested we also reach out to the department's student government to contact actual students. It was suggested that perhaps the keynote speaker can be from a Big Ten school, which may draw more people. Matt reported that he called the Chair of Case Western and they didn't know about our conference, so sometimes just letting people know may increase participation. Brendan asked that it be documented in the minutes to hold himself accountable for outreach. Todd volunteered to get names of Chairs at other universities. Brendan said he and Sam can work together. Matt suggested when we contact people, we should ask them to identify the best book and/or article written in the department. This may generate interest in our conference and widen the pool of nominees for our scholarly awards.
- Investigating the NCSA archives: Deb reported that the Kathy Rowell or Kent Schwirian moved the archives to Ohio State University. There was some discussion that perhaps we can put the archives on our website. There was some discussion that a few people arrive at the mid-year meeting a day or two early to go through the archives. We discussed

holding the mid-year meeting in Columbus partly to look at the archives. Todd offered to check out archives at Columbus ahead of time. Brendan asked Todd to talk to Kent and can do ground work ahead of time. Joyce suggested we can consider the national archives in Washington dc for hosting our materials. Matt suggested a few of us meet with Ohio State people and how we may feature Ohio State since they house our archives. Featuring them may help them recruit good graduate students. Deb said there are no archives at Bowling Green. Rachel K. volunteered to check previous minutes from Kathy's year (2010) to see if there is anything in the minutes about moving the archives

- Undergraduate Student Saturday: It can be a constraint on the program if all of the undergraduate students are on Saturday. We discussed possibly folding undergraduates into regular sessions, but agreed that keeping them separate may help them feel more comfortable. We agreed that undergraduate sessions can be scheduled on both days, so we need to move away from the language of "undergraduate student Saturday."
- Nominations: Brendan requested that the Chairs of the Yinger and Tomeh award committee email him the guidelines for nominations so he can compile this information for review at the mid-year meeting. Matt said concern about criteria is relevant for nominations for council positions. Brendan asked about having one awards committee rather than the separate committees, but people generally felt that the awards have different criteria, so keeping them separate might be best. Todd offered maybe the pools for the awards are too small. It was suggested that the Tomeh award is given someone active in the organization, but the Yinger award does not necessarily include someone from the NCSA. Joyce wondered if we could make the awards every other year. Brendan wants to make a mid-year agenda item of award nomination and solicitation process. Joyce suggested we create a document that describes just the awards that includes a space for nominations that can be emailed to the membership. She suggested we create a form like this for the mid-year meeting.
- Registration system: registration was combined with membership this year for a total of \$125. Joyce reported that no one said anything about registration being more expensive this year. Leslie added that you have to be a member to present and sometimes that was difficult to track down. So, combining membership and registration is easier and seamless. It also worked well on her end and it's easy for her to separate them out and issue refunds if someone didn't need to pay for both membership and registration. Michelle said it worked well for her and her institution. Jeff asked for receipts to say registration and membership. There was some discussion that we should not require attendees to become members. Because the process is different for 2016, Brendan suggested we table the discussion and revisit it for the 2017 conference.
- Mid-year meeting: We agreed to meet in Columbus on a weekend that there isn't a home football game. We are tentatively considering October 3, 2015 for the meeting date. October 10 and 17 have home football games. Brendan, Joyce, Rachel will discuss and finalize the mid-year meeting location and date.
- Kathleen will reach out to high school sociology teachers in Chicago to let them know about our meeting.

NEW BUSINESS

- Todd suggested papers submitted to the student paper competitions automatically be added in to the conference program. He suggested that the announcement for the competitions specify this change for both undergraduate and graduate papers. If the winners are decided after the program goes to the printers, the winners can be added to the program addendum.
- Joyce asked us to consider where we want to meet in 2018. We tabled this conversation for future council meetings.
- Matt asked us to discuss the performance of the conference coordinator and public relations person. Joyce and Danielle left the room while the council deliberated. Matt will share points of the discussion with Joyce and Danielle separately.

Brendan moved to adjourn the meeting. Anna seconded. Motion carried and meeting adjourned at 11:49 AM.

Respectfully submitted,
Rachel Kraus, NCSA Secretary