

North Central Sociological Association (NCSA)
Mid-year meeting, October 13, 2017
Dublin, Ohio
APPROVED

Present: Debra Swanson, Annulla Linders, Melinda Messineo, Rachel Stein, Mellisa Holtzman, Lisa Hickman, Rachel Kraus, Monique Gregg, Chien-Juh Gu, Shaonta Allen, Jeff Seymour, Tamika Odum (by phone), Amaha Sellassie, Rachel Campbell, Josh Woods, Pam Koch, Chadwick Menning, Danielle Lavin-Loucks

President Annulla Linders called the meeting to order at 9:05 AM.

Introductions were made around the room.

Council unanimously approved the minutes from the 2017 Old and New Council meetings in Indianapolis. No changes were requested.

President Annulla Linders provided her report

- 1) She and Deb Swanson discussed the meeting over the summer in which the two of them, along with Rachel Kraus and Joyce Lucke, discussed formalizing the Conference Coordinator's job performance. During the summer meeting, we drafted an appraisal form, which was distributed to council and can be found here: <https://docs.google.com/document/d/1K8G9CyIEKHBa6MzzymgE4w9LgAyOKL7V3av5Ov95ObQ/ed.it>. Deb moved to approve the appraisal document. Lisa Hickman offered a friendly amendment to add an item about the Conference Coordinator providing a post-conference report. Council unanimously approved to accept and use the document with Lisa's friendly amendment.

Council also unanimously approved the procedure for the Conference Coordinator's evaluation as follows: The secretary will include a blank evaluation form in the packet of materials that s/he distributes to council prior to the old council meeting at the annual conference. The document will be reviewed during the old council meeting. New Council may want to have a verbal discussion of the Conference Coordinator's performance. People will be asked to submit their written evaluations of Joyce to the immediate Past-President a week after the annual conference has ended. The evaluations will be summarized and the Past-President will review the evaluations with Joyce. Joyce will have the opportunity to respond in writing and her comments will be an official part of the written evaluation document. The process of evaluating Joyce's job performance should conclude within two weeks after the end of the annual conference.

Jeff S. asked how the form will be used. Annulla replied that the form cannot be used to break an existing contract, but collectively the forms can be used to consider contract renewals. They also serve as a written record for both the NCSA and the Conference Coordinator.

The results of the performance feedback will be discussed at the mid-year meeting following the appraisal.

Council also discussed the timing of the post-conference report. It was suggested that the Conference Coordinator submit a post-conference report within 60 days of the end of each conference to the NCSA President. Anna will check with Joyce about whether 60 days is a reasonable time frame. It was suggested this report could be used to help with mid-year deliberations regarding planning for the upcoming conference, especially when discussing financial issues.

- 2) The NCSA has a Development Committee that doesn't operate. Council unanimously passed a motion to eliminate the Development Committee. This issue will be placed on the next election ballot for the full NCSA membership to vote on.

- 3) Council unanimously approved a motion to accept an annual meeting reimbursement policy as follows (note that this policy does not apply to the mid-year meeting):
 - i. Order of comps: Conference Coordinator (comp/free room), President (comp/free room), Speaker (comp/free room/reasonable number of free nights). In the case of comp rooms are not available for any of these three positions, the rooms will be paid for on the NCSA Master Account.
 - ii. Staff rates: President (when not comped), speaker (when not comped), Public Relations, Vice President, Treasurer.

- 4) Socioapp: Council unanimously approved a motion to commit to using Socioapp at our 2018 and 2019 meeting. We also agreed to continue using printed programs for at least 2018. We discussed offering a check box on the registration page for people to opt out of receiving a printed program. Council would like Joyce to check on the cost of advertising through the app. Would advertisers need to pay more to advertise in both the printed program and the app or could they pay one amount and advertise in both?
 - i. For the app to be effective, we need to have reliable internet access in our conference meeting spaces. Council would like Joyce to find out the cost of providing internet in our conference spaces and/or if internet in meeting spaces can be comped as part of our hotel contracts.

- 5) Council approved (with 1 abstention) a motion to remove institutional affiliation from our conference name badges for purpose of reducing the hierarchy in institutional affiliation.
 - i. We discussed offering pronoun pins at our annual meeting registration desk. Anna and Melinda will look into where to get those pins and how much they cost.

- 6) Council agreed to ask Joyce to pursue Cleveland hotels for 2020 and report our options back to us. Some rationales for Cleveland over other locations include: we are taking a chance on the 2021 location so having a safe 2020 location helps reduce the risk of 2021, we tend to have fewer members in other cities we considered (like Louisville), and some cities (in West Virginia) may not have as much of a draw for tourism.

Vice President Rachel Stein offered her report

- 1) We currently have 6 submissions
- 2) Please let Rachel know ASAP if you have special programming requests/needs for Pittsburgh
- 3) Melinda Messineo asked about no shows and whether we know how many no shows
- 4) Anna will send a letter to department heads about theme and asking them to come

Treasurer Lisa Hickman offered her report

- 1) We have about \$26,000 in our bank account and around \$3,600 in the PayPal account. *Sociological Focus* pays for our conference AV costs. We had about 320 people pay for the 2017 conference in Indianapolis. Because of the lower revenue, we needed money from *Sociological Focus* to help maintain a financial cushion in our bank account.
- 2) Our 2017 annual meeting experiences were around \$30,000-\$31,000, including hotel costs, reimbursements, food, etc.
- 3) There are very few contributions to our three funds. There were 2 donations to the President's Fund, 4 to the Useem Fund and 6 to Butler, which equals \$120 in donations. Due to the relatively small amount, the funds were not moved to our investment accounts.
- 4) Lisa acquired an Affirmation Letter for our tax exempt status, which may be used to help with taxes at future conferences.
- 5) Lisa asked about downloading membership and registration information. There is some challenge in downloading and then sorting through the information to figure out who registered vs who is just a member, figuring out students who paid and who did not pay, situations where administrative staff

registered faculty but provided staff information and figuring out who registered and who actually attended the conference. Lisa will touch base with Joyce about whether Tom can help us with making this information more easily accessible and possibly adding new fields.

- 6) Anna strongly suggested we keep an off-line list of membership.
- 7) Jeff suggested that updating membership lists can be daunting. He asked about maintaining records of paid members, conference attendees who aren't members, members who don't attend the conference, and people who register for the conference but do not pay/attend. Anna suggested maybe some of the work that typically falls on the treasurer can be moved to membership.
- 8) Jeff commented that even though he will no longer be Chair of membership, he is willing to stay involved and help with archiving NCSA materials and assisting with membership lists.

President-Elect Melinda Messineo offered her report:

- 1) The 2019 theme will be focused on storytelling. Francesca Polleta is the tentative speaker. Melinda would like to have a preconference workshop that will focus on storytelling in the classroom. Sessions that she is considering for the conference include interdisciplinary storytelling, visual ethnography, sociological sound bites, and creative writing. She also plans to have a storytelling booth, storyboards available during the conference, and monitors at the registration desk with social justice storytelling loops. She also talked about a Friday night event with musical storytelling. She would also like to partner with the Literacy and Philanthropy of Cincinnati organization to highlight philanthropy and storytelling.

Vice-president Elect Mellisa Holtzman did not have anything to add to the President-Elect's comments

Teaching Section Chair Tamika Odum visited with council via Skype to offer her report.

- 1) There are currently 6 Schnabel nominees, which is a great amount compared to the typical number of nominees (usually fewer).
- 2) Mellisa Holtzman sent her a list of teaching section members. Mellisa mentioned there isn't a formal committee, but typically past Schnabel winners make up the Schnabel committee.
- 3) She asked if there was anything else she needed to be doing, and Council said she's on track and didn't have further suggestions.

Student Section Chair Shaonta Allen offered her report

- 1) She sent out an email to NCSA graduate student members. She has a committee of five students from the University of Pittsburgh, University of Cincinnati, West Virginia University, and Bryn Mawr.
- 2) She conducted a short survey of graduate students asking what they wanted from the section. Based on student feedback, she plans to organize an academic session (choosing a mentor, surviving comps) and a session on professional development (CV construction).
- 3) She asked what kinds of things the money for the graduate student reception can cover.
- 4) Developing a mentorship program: The NCSA will send out a notice asking for faculty who want to serve as mentors for students and students who would like a faculty mentor.
- 5) Social media: Shaonta will help with Twitter. Graduate students tend to use social media so if NCSA can increase our social media activity, we can ideally connect with more students. Our twitter handle is NCSA_sociology.

Monique Gregg presented changes to our By-laws and Constitution

- 1) Council unanimously approved dividing the Constitution and by-laws into two separate documents. This split will be included on the next ballot for a membership vote.
- 2) Council unanimously approved the Constitution revisions. These revisions include deleting references to the Development Committee, removing "postal" from one of the dissemination options for election ballots, and changing "3 months before the annual meeting" to "December 1" for the ballot distribution deadline. Changes to the Constitution will be included on the next ballot for a membership vote.

- 3) Council unanimously approved a motion to accept the by-laws revisions with the following additional revisions: Committee Chairs will serve for two years, replace “she/he” wording with “they,” and eliminate article 2 (which doesn’t have anything in it).

Chair of the Applied and Public Committee Chadwick Menning offered his report

- 1) We had four sessions last year. He was been working to identify the types of sessions people want. He wants to focus sessions on teaching applied sociology and how institutions can build applied programs.

Chair of the Community Colleges Committee Amaha Sellassie offered his report

- 1) He wants to have some type of a workshop. Anna asked him to think about ideas for how to make the NCSA more attractive to community college attendees.

Equity and Inclusion

- 1) Anna expressed appreciation for Elena Gapova serving in the role.
- 2) We discussed the Butler Jones Fund that is available for students who are part of underserved racial groups. Danielle said the information will go out in the newsletter. The deadline for those applications is December 15.

Chair of the Finance Committee Rachel Campbell offered her report

- 1) We have about \$58,000 in our accounts, and that amount has changed very little in the past two years.
- 2) She will look into investment options for how we can grow our funds.
- 3) Council would like Joyce to add a description of the funds to our website so people know what they are contributing to.

Chair of Membership Jeff Seymour offered his report

- 1) In our region, we lost about 4 programs and a minor across the region with restructuring

Nominations/elections Chair Deb Swanson offered her report

- 1) Barbara Denison and Brendan Mullen were on the nomination committee
- 2) The committee wanted to increase diversity. They got career and geographical diversity, but didn’t get much race/ethnicity diversity.
- 3) Chair of the Inclusion Committee should be on the nominations committee
- 4) Anna asked the nominations committee to keep track of who they asked to run even if the person said no because sometimes people are interested but not during that particular year.

Professions, Freedom and Responsibility Committee is currently unfilled. Anna and Melinda will work on this.

Sociological Focus Editor Annulla Linders offered her report

- 1) The journal will need a new editor. Anyone interested in taking over the journal should contact her, Kent, or Robyn White.

Scholarly Achievement Chair Joshua Woods offered his report

- 1) He has three members for each the article and book awards. Currently there are only two article nominations.
- 2) Add “article” in addition to book in discussion of scholarly achievement award committee in by-laws on page 19.

Student Paper Awards Committee Chair Pamela Koch offered her report

- 1) January 12 is the deadline for nominations. There are no nominations at this time.
- 2) Monique Gregg and Annulla Linders volunteered to serve on the committee. Pam will also reach out to graduate students to see if anyone would like to serve on the committee.

Anna reported that Alan McEvoy has agreed to continue overseeing the Undergraduate Conference.

Yinger Award Chair Lynn Ritchey

- 1) Council unanimously approved a motion to eliminate the “active NCSA member” from the criteria, but reiterated that the winner should be active in the region for most of his/her career.
- 2) Council agreed we should place nomination forms at the registration desk of our annual meetings to try to increase nominations.
- 3) Melinda will send background information on Yinger to Danielle to be included in the description of the award on the website.

Public Relations Coordinator Danielle Lavin-Loucks offered her report

- 1) Sha is now an administrator on our twitter account
- 2) She encouraged people to take candid photos during our conference, especially of graduate students socializing and either post those pictures on our social media or send them to Danielle.
- 3) To give Danielle more time for the newsletter, which typically comes out after our mid-year meeting, council approved a new deadline for all award nominations of November 1.

Melinda Messineo discussed our centennial planning

- 1) She asked for suggestions regarding specific objectives for the event and ideas, such as inviting all living past presidents to attend and/or showcasing old and new photos of the NCSA.
- 2) We need someone as a point contact for our archives. Rachel Stein suggested Cory may be interested. Lisa Hickman suggested since she lives in Columbus, she can visit the archives at Ohio State to see what is there. We need to touch base with Kent regarding a specific contact at OSU for our archives. We may also want to consider digitizing our old conference programs.
- 3) There is some debate as to whether our centennial is really 2024, 2025, or 2027. Council reaffirmed that we consider 2024 our centennial.

Melinda Messineo discussed the 2018 AKD pre-conference

- 1) The focus of this conference will be on (in)justice and equity and inclusive pedagogy in the classroom. Contact Melinda if you want to attend and/or want to lead a session.

Melinda Messineo discussed the issue of virtual storage

- 1) Jeff, Rachel Kraus, and Melinda will look into various cloud storage options, such as Gmail, Box, Dropbox, etc. and report to council regarding costs and size options.

Deb Swanson discussed the Professional Development Certificate

- 1) IU folks have not been very responsive. Chad offered to follow-up and talk with Brian Powell. Deb will talk with Chad.

Annulla Linders will check-in with Joyce regarding access to NCSA registration and membership systems

Adjourned at 2:30 PM

Respectfully submitted,

Rachel Kraus
2017 NCSA Secretary