

2012-2013 SSSP BOARD OF DIRECTORS MINUTES

THURSDAY, AUGUST 8, 2013

11:45 AM – 5:45 PM

ITEM #1 – CALL TO ORDER

Meeting called to order by President Ricardo Dello Buono

ITEM #2 INTRODUCTIONS

Members Present:

Ricardo Dello Buono, President
Anna Maria Santiago, President Elect
Wendy Simonds, Past President
Tracy Dietz, Vice President
Luis Fernandez, Vice President Elect
Glenn W. Muschert, Secretary
Susan M. Carlson, Treasurer
Nancy Mezey, Board Member
Valerie Leiter, Board Member
Stephani Williams, Board Member
Marlese Durr, Board Member
Antwan Jones, Board Member
Ray Michalowski, Board Member
Sarah Hendricks, Board Member, Student Representative
Shannon Monnat, Chair, Council of Special Problems Divisions
Becky Pettit, Editor, *Social Problems*
Brent Teasdale, Editor, *Social Problems Forum*
Héctor L. Delgado, Executive Officer
Michele Koontz, Administrative Officer and Meeting Manager

ITEM #3 - ADOPTION OF THE AGENDA

Agenda adopted with one item cancelled. Item #4.A. was omitted, as the application for editorship was withdrawn.

ITEM #4 MEETING WITH *SOCIAL PROBLEMS* EDITOR APPLICANTS

Part A – Application was withdrawn, and Item #4 Part A, was cancelled.

Part B – The Board met with applicants Pamela Quiroz and Nilda Flores-Gonzales from the University of Illinois, Chicago. The candidates offered their general introductions and motivations for service as co-editors. The applicants fielded questions from the Board. Of particular concern to the Board was the importance of understanding how the co-editorship would be structured. The applicants described their organizational structure, with Dr. Quiroz acting as the point-person for communication with the Society, but the decisions for managing the journal would be handled jointly. They also provided an organizational chart for the editorial functioning of the journal to help the Board understand this division of labor. The discussion also included the direction of the journal. The candidates and Board discussed ways to make the journal’s content more reflective of the broad scope of research taking place in the field of social problems, including the following topics: how to increase the presence of under-represented topics, approaches, methodologies; potential use of special issues; encouraging areas in which submissions could increase; increase international representation; and, working to increase the interdisciplinary quality of social problems research. The candidates have been granted a one course buyout from teaching by their home institutions. They requested that the Budget, Finance, and Audit Committee consider a request to fund one additional course buyout per year. The Board referred that request to the BFA Committee. The candidates requested that the Board consider publishing abstracts in Spanish language, which could go a long way to increase the international focus.

ITEM #5 – PRESENTATION OF THE 2013 GENERAL ELECTION AND BY-LAWS RESULTS

The meeting proceeded according the approved agenda, with Héctor L. Delgado presenting the 2012 General Election as follows:

President-Elect (2013-2014); President (2014-2015)	Marlese Durr
Vice-President Elect (2013-2014); Vice-President (2014-2015)	Nancy J. Mezey
Secretary (2013-2014)	Glenn W. Muschert
Treasurer (2013-2014)	Susan M. Carlson
Board of Directors (2013-2016)	John Dale and Heather M. Dalmage
Board of Directors: Student Representative (2013-2015)	Margaret Austin Smith
Budget, Finance, and Audit Committee (2013-2016)	Tracy L. Dietz
Committee on Committees (2013-2016)	Lori Ann Hale and Janet Rankin
Editorial and Publications Committee (2013-2016)	David Fasenfest and Nancy Naples
Membership and Outreach Committee (2013-2016)	Heather MacIndoe and Nadia Shapkina
Membership and Outreach Committee: Student Representative (2013-2016)	Meagan E. Jain

By-Laws Amendment: Article X, Section 5. Newsletter	Approved
By-Laws Amendment: Article III, Section 3. Communication with Members	Approved
By-Laws Amendment: Article III, Section 4. Rights of Membership and Good Standing	Approved
By-Laws Amendment: Article V, Section 1. Composition of Board	Approved
By-Laws Amendment: Article VI, Section 7. Editorial and Publications Committee	Approved
By-Laws Amendment: Article VI, Section 11(c). Nominations Committee	Approved
By-Laws Amendment: Article VIII, Section 2. Nominations of Student Board Members	Approved
By-Laws Amendment: Article VIII, Section 11. Report to Membership	Approved
By-Laws Amendment: Article IX, Section 5. Annual Audit	Approved
By-Laws Amendment: Article XIII, Section 3. Explanation of Amendments on Ballot	Approved
By-Laws Amendment: Article VIII, Section 7. Posting the Ballot	Approved
By-Laws Amendment: Article VIII, Section 10. Final Results	Approved

ITEM #6 – REVIEW OF MINUTES

Secretary Glenn Muschert reviewed the minutes of the 2012 Board Meetings and the Annual Business Meeting. The minutes were approved.

ITEM #7 MONEY MATTERS

Treasurer Susan Carlson reviewed the report from the Treasurer. The Society finds itself in a good position at present, notably because there is presently a predicted budget surplus for the current year. The investments in socially responsible funds have recouped their losses from the economic crash. The Treasurer expressed optimism about the financial implications of pursuing a new contract to publish *Social Problems*. Specifying a set royalty for the journal will be important.

Part A: LBMC Communications Letter. LBMC mentions that the Society has a low division of labor for its financial matters, which can be a financial risk. This is a function of the small staff in the Administrative Office. The Treasurer also signs off on all transactions, as a safeguard of the Society's financial matters.

Part B: 2012 Audit Report. The Society is in good shape regarding its annual audit.

ACTION: The Board approved the results of the annual audit.

Patrick Donnelly, Chair of the Budget, Finance, and Audit Committee (BFA) presented the 2013 Amended Budget.

ACTION: THE Board approved the 2013 amended budget.

Part C: Financial Implications of Editor and Publisher Services. The BFA reviewed the projected financial implications of proposals by publishing houses for *Social Problems*.

Part D: 501 (h) Tax Status Follow-up. The BFA, in consultation with our lawyer and accountants, do not see the need to move from the current 501 (c) 3 tax status.

Part E: Capital Campaign. The BFA is exploring the possibility to start a capital campaign to raise discretionary funds for the Society. This is an on-going discussion, which will be presented to the Board in future years.

Part F: Membership Survey. The BFA may find a membership survey timely, although there would be costs involved.

Part G: 2013 June Balance Sheet. The Board reviewed the changes made by the BFA at the June meeting.

Part H: 2013 June Income Statement. Most notably there was an increase in membership dues resulting from increased membership and increased meeting registrations. The c. \$18K predicted deficit to a modest \$4K projected budgetary surplus for 2013.

ACTION: The Board approved the Budget, Finance, and Audit Committee Report.

ITEM #8 – REPORT FROM THE EXECUTIVE OFFICER

Héctor Delgado presented the report for the Executive Officer (EO). A number of important issues were handled during the previous year:

- The EO thanks the Board for its availability and service.
- The EO reiterates that he enjoys working with Michele and the other members of the AO staff. The Society benefits greatly from the service of the AO staff.
- The EO complimented the service of the President, Program Committee, but especially its Chair, and Local Arrangements Committee Chair for their service to the Society, reflected in the high quality of this year's program.
- The EO complimented the editor of *Social Problems* for exemplary service.
- The EO thanked the Editorial and Publications Committee for their hard work in identifying candidates for editor of *Social Problems*. The EO suggested that the board would explore ways to increase future interest in the position. The Board discussed various possibilities, some which could be folded into formal activities of various committees in the Society, but others which may be less formal, geared toward nurturance of future candidates.

- The EO discussed the *Social Problems* publisher search process, and especially that he appreciates Susan's extensive efforts in vetting potential publishers.
- The EO discussed the need for the Society to have a policy regarding conflict of interest, because we not only desire to be fair and just, but we also desire to appear fair and just. Forming a conflict of interest policy would be useful in this regard. The EO provided a sample statement and policy about conflict of interest. The Board expects that a conflict of interest policy will be forthcoming from the Permanent Organization and Strategic Planning Committee.
- The EO commented on efforts to internationalize its reach.
- The EO proposed that the Society conduct a membership survey, which is needed, since the last one was conducted in 2007. Those who conducted the survey in the past recommended getting the next survey done professionally.
- The EO commented on revenue generating strategies. Few of the existing suggested methods of generating revenue turned out to be viable, but generating revenue is an on-going effort for the Society.
- The EO discussed a letter sent on behalf of the Board to the Chair of CUNY's Board and Chancellor regarding the way in which the *Pathways* transfer guidelines were implemented.
- The EO discussed plans for future annual meetings, upcoming in San Francisco, Chicago, Seattle, and Montreal, in 2014 through 2017, respectively.

Part A: Report from the UTK Project Director. President Ricardo Dello Buono presented the report from the UTK Project Director.

ACTION: The Board requests that the UTK Project Director submit a modified report.

ACTION: The Board approved the Executive Officer's report.

ACTION: The Board approved the EO and AO to develop a proposal, subject to the consideration of the Budget, Finance, and Audit Committee, for a membership survey which should be conducted and analyzed prior to the 2014 annual meetings. The target population for the survey would include both current and former members whose memberships have lapsed within the past 5 years.

ACTION: The Board approved the Revenue Generating Committee to explore the possibility of creating a Targeted Capital Campaign and a Legacy Campaign to generate capital.

ITEM #9 – REPORT FROM THE PROGRAM COMMITTEE CHAIR

David Fasenfest presented the Program Committee Chair's report. The committee offered a number of recommendations, which the Board will consider.

- Division Chairs should receive clearer guidelines regarding deadlines for submitting papers for student paper awards. That all graduate student award papers should be presented in regular sessions, not in student-award sessions.

- Guidelines should be clear for each session type, esp. the number of papers/speakers per session.
- To move the deadline for changes to the program to an earlier date (i.e., May 1st) rather than the current (i.e., July 1st).
- There should be no limit for possible exemptions. The rules for exemptions of registration fee should be more easily accessible. All requests should be made directly to the administrative office, and rule #3 should be removed. Program Chairs should be empowered to nominate individual participants for exemptions.

ACTION: The Board approved the Program Committee Chair's report, and tabled further discussion of the recommendations.

ITEM #10 – REPORT FROM THE LOCAL ARRANGEMENTS COMMITTEE CHAIR

Angie Beeman, Local Arrangements Chair, presented to Report of the Local Arrangements Committee.

ACTION: The Board approved the report of the Local Arrangements Committee Chair.

ITEM #11 – REPORT FROM THE MEETING MANAGER

Michele Koontz, Meeting Manager, reported on various issues.

- Attendance at the New York annual meeting is among the highest ever, well over 900 participants.
- There were various accessibility services requested, which have been met. These include wheelchair accessibility requests, an ASL interpreter for six sessions, and nine reservations for accessible rooms. Once again, there is a Comfort Zone available to members, and a QR code in the program with information on accessibility services and guidelines.
- The hotel provided an accessible gender-neutral restroom.
- The AO solicited advertising in the program.
- For registration, the Meeting Manager proposes changes to the exempt registration status.
- Audio visual services are always expensive, though the AO goes to great lengths to find the most effective services. This year, the in-house services were the most cost-effective.
- Once again the Society is working with Scholar's Choice.
- Catering costs are high. New ways to mitigate these costs are in effect.
- The Meeting Manager thanked those who donated money or materials for the society.
- The meeting mentor program is in effect.
- Registration workers receive complementary shared hotel accommodations, and various members were matched with roommates to mitigate housing costs.
- There will be five SSSP sponsored workshops and conferences.

- SSSP received a reasonable accommodations rate at the Westin NY at Times Square. When more papers than predicted came in, the Society was able to get more meeting space at no additional charge.
- In addition, the Meeting Manager presented the following reports
 - o Current Meeting Registrants and Membership by State/Country
 - o Meeting Attendance, 1985-2012
 - o Report from the Scholar's Choice

ACTION: The Board approved that the following motion: The Administrative Office will process all qualified exemption requests for conference registration (under a-d in registration exemption rules) in the order that they are received. In addition, the Program Chair will notify the Administrative Officer when he or she approves a direct request (under e in registration exemption rules). All exemptions must be made by May 31.

ACTION: The Board approved the report of the Meeting Manager.

ITEM #12 – REPORT FROM THE UNIVERSITY OF CALIFORNIA PRESS

Alison Mudditt and Rebekah Darksmith presented on behalf of the University of California Press.

Part A: *Social Problems* Budget and Circulation Report. The publisher undertook a review of the international efforts to market the journal. Although those outside the US do see the journal as high quality, they also think of it as a largely US-based journal. Impact factor has increased to its highest level since 2008, and now sits at 1.782.

Part B: *Social Problems* Financial Projections. Revenue is projected by the UC Press to be up in the next year.

Part C: *Social Problems* Sales, Marketing, and Circulation Report. Subscription trends indicate that during a rate of great institutional attrition in subscriptions, *Social Problems* has been below average since the start of the Great Recession, and have now largely leveled off. The journal should be placed for subscription growth in the years to come.

ACTION: The Board approved the *Social Problems* Budget and Circulation Report and the Sales, Marketing, and Circulation Report.

ITEM #13 – REPORT FROM THE EDITOR OF *SOCIAL PROBLEMS*

Editor Becky Pettit reported on the state of *Social Problems*. The journal continues to function quite well, and in particular is on time and within the page limit. In the previous year, submissions were up 12%; there were 328 new submissions, and 25 papers were published, for a rejection rate of 92%. The average for review time has been 103 days. All papers sent out for review have received at least three

peer reviews. In the last year, the paper has gone fully online ahead of print. Many papers recently published in the journal have received awards. The review process of the journal is functioning in a fair and equitable way, which is consistent with the mission of the Society.

ACTION: The Board approved the report of the Editor of *Social Problems*.

ITEM #14 – REPORT FROM THE EDITOR OF *SOCIAL PROBLEMS FORUM: THE SSSP NEWSLETTER*

Brent Teasdale presented the Editor's report for *Social Problems Forum: The SSSP Newsletter*. The newsletter will be published for the final time in Fall 2013, and after that the Society's contract with Georgia State University will expire.

ACTION: The Board approved the report of the Editor of *Social Problems Forum: The SSSP Newsletter*.

ITEM #15 – UNFINISHED BUSINESS FROM 2013

There was no unfinished business from 2013.

ITEM #16 – NEW BUSINESS

There was no new business.

ITEM #17 – ADJOURNMENT OF THE 2012-2013 BOARD

There being no further business, the meeting was adjourned by President Ricardo Dello Buono.

Minutes respectfully submitted by Glenn W. Muschert, SSSP Secretary