

2013-2014 SSSP BOARD OF DIRECTORS MINUTES

THURSDAY, AUGUST 14, 2014

11:45 AM – 4:45 PM

ITEM #1 – CALL TO ORDER

Meeting called to order by President Anna Maria Santiago

ITEM #2 – INTRODUCTIONS

Members Present:

Anna Maria Santiago, President
Marlese Durr, President-Elect
Ricardo Dello Buono, Past President
Luis Fernandez, Vice President
Nancy Mezey, Vice President-Elect
Glenn W. Muschert, Secretary
Susan M. Carlson, Treasurer
Cheryl Boudreaux, Board Member
John Dale, Board Member
Heather Dalmage, Board Member
Antwan Jones, Board Member
Ray Michalowski, Board Member
Phoebe Morgan, Board Member
Stephani Williams, Board Member
Sarah Hendricks, Board Member, Student Representative
Margaret Austin Smith, Board Member, Student Representative
Shannon Monnat, Chair, Council of Special Problems Divisions
Becky Pettit, Editor, *Social Problems*
Pamela Quiroz, incoming Co-Editor, *Social Problems*
Nilda Flores-González, incoming Co-Editor, *Social Problems*
Héctor L. Delgado, Executive Officer
Michele Koontz, Administrative Officer and Meeting Manager

ITEM #3 – ADOPTION OF THE AGENDA

Agenda adopted with one item of unfinished business added – discussion of the membership survey.

ITEM #4 – REVIEW OF MINUTES

Glenn Muschert, Secretary presented the minutes of the 2013 Board Meetings and Annual Business Meeting.

The Board approved the minutes of the 2013 Board Meetings and Annual Business Meeting.

ITEM #5 – PRESENTATION OF THE 2014 GENERAL ELECTION AND BY-LAWS RESULTS

The meeting proceeded according the approved agenda, with Héctor L. Delgado presenting of the 2014 General Election as follows:

President-Elect (2014-2015); President (2015-2016)	David A. Smith
Vice-President Elect (2014-2015); Vice-President (2015-2016)	Ronnie J. Steinberg
Secretary (2014-2015)	Glenn W. Muschert
Treasurer (2014-2015)	Susan M. Carlson
Board of Directors (2014-2017)	Cheryl Boudreaux and Keith M. Kilty
Board of Directors: Student Representative (2014-2016)	Kathryn M. Nowotny
Budget, Finance, and Audit Committee (2014-2017)	Stephani Williams
Committee on Committees (2014-2017)	Diana Cheyenne Harvey and Elizabeth Seton Mignacca
Editorial and Publications Committee (2014-2017)	Corey Dolgon and Gregory D. Squires
Membership and Outreach Committee (2014-2017)	Marni A. Brown and Tanya L. Saunders
Membership and Outreach Committee: Student Representative (2014-2017)	Cameron Thomas Whitley
By-Laws Amendment: Article IV, Section 2. Qualifications for Holding Society Positions	Approved
By-Laws Amendment: Article VI, Section 2(c). Council of Special Problems Divisions	Approved

ITEM #6 – MONEY MATTERS

Treasurer Susan Carlson reviewed the report from the Treasurer. The Society finds itself in a good position at present, but the Budget, Finance, and Audit Committee is projecting a small budget shortfall. This is minimal given the stewardship of the Executive Officer and Administrative Office. If current market trends continue, it is predicted that the budget shortfall would be eliminated.

Part A: LMBC Letter. The Society received a clean bill of health, and in particular the risk of segregation of duties has been eliminated due to changes in financial procedures.

Part B: 2013 Audit Report. The Society is in good shape regarding its annual audit.

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

Paul D. Steele, Chair of the Budget, Finance, and Audit (BFA) Committee presented the 2014 amended budget.

Part C: Discussion Items:

- Editor and Publisher Searches. The BFA Committee determined that the search procedures as defined in the operations manual are sufficient in themselves, as long as they are followed as written.
- Site Visits for Host Institution Searches. The BFA Committee also discussed the site visits for negotiating the contract with the host institution, currently the University of Tennessee, Knoxville. There could be a financial benefit in including the Treasurer as a member of the team that visits the prospective host institution. The Board discussed the issue of the contract with University of Tennessee, Knoxville regarding the tuition and fee waiver for the graduate research assistant at the Administrative Office, both retrospectively and moving forward.

ACTION: The Board approved that, beginning in 2016, the site visit for negotiating the contract with the University of Tennessee, Knoxville should include the Chair of the Permanent Organization and Strategic Planning Committee, one member of that committee, and the Treasurer.

- Society Liabilities for Off-Site Events. The BFA Committee raised the issue of the Society's potential liability for off-site events associated with the Society. The difficulty of this issue involves dealing with different national, state, and provincial laws, which can be difficult to navigate. The Board discussed ideas for dealing with this, and will come back with recommendations.

Part D: 2014 Amended Budget

Paul D. Steele, BFA Committee Chair clarified the budget shortfall. The expenses are down slightly and the income figures are up. Thus, the earlier projected budget deficit of approximately \$42K has been reduced to approximately \$8,700. This projected shortfall is predicted to fall within projected capital gains.

ACTION: THE Board approved the 2014 amended budget.

Part E: 2014 June Balance Sheet. The Board reviewed the changes made by the BFA at the June meeting.

Part F: 2014 June Income Statement.

ACTION: The Board approved the Budget, Finance, and Audit Committee's report.

ITEM #7 – REPORT FROM THE EXECUTIVE OFFICER

Héctor L. Delgado presented the report of 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 expressed his happiness with the Board's selection of Oxford University Press as the new publisher of *Social Problems*.
- The EO welcomes the new editors of *Social Problems*, Pamela Quiroz and Nilda Flores-González, and acknowledges the outgoing editor, Becky Pettit.
- *Social Problems* has a new cover design, in part due to the need to begin marketing with Oxford University Press as quickly as possible.
- The EO complemented the work of the President, Vice President, and Program Committee for their service to the Society, reflected in the high quality of this year's program. This meeting is predicted to be one of the highest-attended annual meetings for the Society.
- On the annual awards banquet and ceremony, it should be something that is stable over time. The EO recommends that it should be held consistently, so as the organization can recognize the work of its members, and especially graduate students.
- The EO proposed that the Society conduct a membership survey by summer 2014, however there were reasons to delay the survey until the early fall to create a more effective instrument and to reach the greatest audience.
- The EO wrote a letter to the University of Southern Maine, regarding the institution's move to eliminate positions in the humanities.

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

Part A: Proposed By-Laws Changes

Executive Officer Héctor L. Delgado presented two proposed changes to the Society's By-Laws.

- Proposed change to the by-laws: The Student Representative of the Board of Directors must notify the Society upon graduation, so that the Society may seek a replacement.
- Proposed change to the by-laws: The Student Representative of the Membership and Outreach Committee must notify the Society upon graduation, so that the Society may seek a replacement.

The Board requested that the graduate student representatives of the Board take the issue to the meeting of graduate students at this year's meetings.

Part B: Report from the UTK Project Director.

ACTION: The Board approved the report from the UTK Project Director.

ITEM #8 – REPORT FROM THE PROGRAM COMMITTEE CO-CHAIRS

Kelly L. Patterson and Robert M. Silverman presented the Program Committee Co-Chairs' report. The committee offered a number of comments.

- The process for the setting the program worked well, because the software works well.
- The numbers: approximately 690 papers received and accepted, and 164 sessions approved for the program.
- Bill Chambliss memorial session was added to the program.
- Changes from prior years:
 - o No film exhibit at the meeting. Films were moved on-line, with cooperation from California Newsreel. This helped to utilize space well.
 - o Introduction of a new type of session: Author-Meets-Author session, where multiple authors are invited to have a dialogue and discussion regarding their books.
- There were three recommendations from the committee:
 - o The deadline of July 1st for program participants to register may not be timely. The committee's recommendation is that the deadline for conference registration be moved to June 1st. This would give the Program Committee more lead time to make necessary adjustments to the program.
 - o Regarding registration fee waivers, the committee recommends needs-based guidelines for fee waivers for foreign scholars, rather than the current policy of offering waivers from presenters from less advantaged countries.
 - o The program could be moved to electronic formats (e.g., web-based or smart phone-based).

The Board discussed the recommendations. The recommendation regarding registration fee waivers was moved to ITEM 14 – New Business.

ACTION: The Board approved that the deadline for program participants to register will be moved to June 1 of each year, after which non-registrants will be dropped from the conference program.

ACTION: The Board forwarded the issue of a web-based conference program, including the feasibility and cost, to the Information Technology Options Committee.* The Board requested a report from the Committee by the end of 2014, including the feasibility and cost.

***Note: The Board voted on 8/15/14 to disband the Information Technology Options Committee. Thus, in lieu of the ITOC, this issue will be forwarded to the SSSP IT Specialist, Sharon Shumaker, for her investigation and subsequent report to the Board.**

ACTION: The Board approved the Program Committee Co-Chairs' report.

ITEM #9 – REPORT FROM THE LOCAL ARRANGEMENTS COMMITTEE CHAIR

Jennifer Shea, Local Arrangements Chair, presented the report of the Local Arrangements Committee. One suggestion that emerged was the need to explore social media outreach to promote the SSSP annual meetings.

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

ITEM #10 – REPORT FROM THE MEETING MANAGER

Michele Koontz, Meeting Manager, reported on various issues.

- Attendance at the San Francisco annual meeting is among the highest ever, with 807 registered participants. On-site registration will add to those numbers.
- The Administrative Office uses social media to send out 12-15 media blasts.
- The Society exceeded their room block, and were granted additional rooms at a higher rate.
- The hotel donates uneaten, unopened food to a homeless shelter.
- The hotel has accessible gender-neutral restroom facilities in the meeting rooms on the fourth and fifth floors.
- Those requesting an accessible guest room have been accommodated. All additional requests (wheelchair accessibility, dietary, and hearing impairment) have been accommodated satisfactorily by the hotel and/or the Society.
- This year there were no sign-language interpreters requested, which is the first time in a number of years when this service was not requested.
- The AO commented on advertising in the program.
- The AO recognizes that President Anna Maria Santiago was very proactive in seeking advertisers/sponsors. This resulted in \$2,600 advertising revenue.
- During contract negotiations, the EO and AO negotiated for significant concession items.
- There will be 3 SSSP sponsored workshops and conferences held on August 18.
- The AO mentioned that relatively few mentors signed up in relation to the number of requests for mentors. The AO commented that if the meeting mentor program is to continue, the Board should consider how to get more mentors to sign up.
- In addition, the Meeting Manager presented the following reports
 - o Current Meeting Registrants and Membership by State/Country
 - o Meeting Attendance, 1985-2013
 - o Report from The Scholar's Choice

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

ACTION: The Board empowered the Administrative Office to investigate the feasibility, obligation, and legality of revising the current accessibility services policy, which currently includes interpretive services only, to include all accessibility services.

ACTION: The Board approved the Meeting Manager to pursue the option of negotiating a multi-year contract for audio-visual services for annual meetings, and that the Meeting Manager has the option to pursue a minimum of three audio-visual bids.

ITEM #11 – REPORT FROM THE UNIVERSITY OF CALIFORNIA PRESS

Hannah Love, Journals Publishing Manager, presented on behalf of the University of California Press.

Part A: *Social Problems* Budget and Circulation Report

Circulation has stayed stable in the past year, slightly up as subscriptions trickle in toward the end of the year, bringing the attrition number to 2%. An increasing number of institutions are going to electronic-only.

Part B: *Social Problems* Financial Projections

Revenue is as projected. Impact Factor has dropped slightly, though the Impact Factor of the journal is still good. The work of developing a comprehensive strategy for raising the Impact Factor is now in the hands of Oxford University Press (OUP).

Part C: *Social Problems* Sales, Marketing and Circulation

Regarding the transition from UC Press to OUP, this is proceeding as planned and as suspected. Some of the tasks are already being handled by OUP, and at the end of the year the final transfer will take place.

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

ITEM #12 – REPORT FROM THE EDITOR OF *SOCIAL PROBLEMS*

Editor Becky Pettit reported on the state of *Social Problems*. The stewardship of the journal has already passed to the new editors, Pamela Quiroz and Nilda Flores-González. In the previous year, there were 340 manuscripts submitted, with approximately 70% going out for review, each of which received a minimum of three reviews. Time in review per manuscript went down each year of Becky's time as Editor.

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

ITEM #13 – UNFINISHED BUSINESS FROM 2014

Part A. Membership Survey.

The Board acknowledged that it had earlier by an electronic vote approved the delay of the membership survey until fall of 2014.

ITEM #14 – NEW BUSINESS

Part A. Issue regarding registration fee waivers.

The Board discussed unusual requests for fee waivers, so the board is aware that such unusual requests occur on a periodic basis. Discussion ensued, and the issue was tabled pending future discussion at the Friday Board meeting.

ITEM #15 – ADJOURNMENT OF THE 2013-2014 BOARD

There being no further business, the meeting was adjourned by President Anna Maria Santiago.

Minutes respectfully submitted by Glenn W. Muschert, SSSP Secretary