

ANNUAL REPORT OF THE MEETING MANAGER
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August 1, 2014

I. 2014 ANNUAL MEETING

I am pleased to report that 807 attendees have registered for the annual meeting. Of those registered, 417 (52%) are professionals, 375 (46%) are students/unemployed/emeritus, and 15 (2%) are exempt from paying meeting registration. Previous years' attendance (at the time of my report) was 991 in 2013 (New York City), 698 in 2012 (Denver), 696 in 2011 (Las Vegas), 563 in 2010 (Atlanta), 663 in 2009 (San Francisco), 731 in 2008 (Boston), and 726 in 2007 (New York City).

We have 159 sessions scheduled with 643 papers, 22 panelists, 1 workshop facilitator, 3 authors, and 1 plenary speaker. Last year, we had 183 sessions scheduled with 766 papers, 56 panelists, 2 workshop facilitators, 5 films, 5 critics, 2 authors, and 1 plenary speaker.

At the August 12, 2010 Board of Directors meeting, the Board suggested that the program contain a session featuring Minority Scholarship Award winners every five years. This year, past Racial/Ethnic Minority Scholarship Award winner, Dr. Luis Fernandez organized a session titled: Previous Minority Scholarship Award Winners: The Ins and Outs of doing Scholar Activism.

Attendees are able to register one guest for a nominal fee. Each guest will receive a name badge (name only, no affiliation). Any guest wanting full access to sessions or special events and a program packet must register individually and pay the full non-member registration fee or the full membership dues and member registration fee. Program participants are not eligible for the guest registration fee. We have 17 guests registered. Last year at this time, 31 guests had registered. The guests are not included in the total number of registered attendees.

II. ACCESSIBILITY ISSUES

SSSP has taken steps to meet the special needs of our attendees with disabilities. Written guidelines were distributed to all program participants to urge and assist them to be increasingly creative and conscious in their inclusiveness. We requested that all attendees refrain from wearing scented products. We have also requested that housekeeping use unscented products in the bathrooms on the meeting space levels. Unless an attendee uses a service or therapy dog or other credentialed assistance animal, we asked that they not bring their companion animals to areas where conference attendees are presenting.

Attendees were able to request accessibility services to facilitate their full participation in the annual meeting. The following requests were made:

- One attendee reserved an accessible guest room at the San Francisco Marriott Marquis. I have confirmed with the hotel that this request will be honored.
- Wheelchair accessibility. I have confirmed with the hotel that all meeting space is accessible.
- Dietary. The hotel will honor all dietary requests.
- Hearing impairment. The requestor did not respond to my e-mails asking if services were needed.
- Personal Care attendant

The requestor asked if the Society would provide a personal care attendant for meeting attendees at future meetings. Dr. Rebecca Wiersma, Accessibility Committee Chair, looked into the issue of hiring a personal care attendant. Based on her findings, the cost could range from \$18-\$40 per hour. The rate is determined by several factors (level of care the individual needs, number of hours needed, the agency used, and whether the services are ongoing or as needed).

Providing personal care attendants is not currently referenced in the Society's approved **Accessibility Services Policy**.

- With the professional costs of interpreting needs, the approved budget is \$2,500.
- SSSP Annual Meeting registration materials will ask any member who has an accessibility request to notify the Administrative Office by June 30. This will give the Administrative Office and/or the Accessibility Committee time enough to locate resources.
- The Accessibility Committee and the Administrative Office will help any member who requests interpreting services by contacting local area agencies that provide interpreting (unless member does not want us to do this) and get estimates.
- SSSP will cap services per member in the following ways:
 - A. The money would be divided equally among those requesting services.
 - B. Members will be responsible for rest of costs.

Action Item: Héctor and I would like the Board to consider revising the current policy to include all accessibility services, not just interpreting needs.

Since 2010, members and meeting registrants have been able to donate to the Accessibility Services Fund when they register. This year, contributions of \$275 were received (\$566 in 2013; \$225 in 2012; and \$235 in 2011).

The San Francisco Marriott Marquis has gender-neutral restroom facilities in the meeting rooms on the fourth and fifth floors.

The Comfort Zone will be located in the Pacific G meeting room on the fourth floor. This space will provide a quiet environment for conference attendees to relax, reflect, and re-energize.

The Accessibility Committee requested that QR code be added to the final program. The code can be scanned with your device's QR Code Reader/Scanner for information on accessibility services and guidelines.



III. ADVERTISING OPPORTUNITIES

Seventy-three publishing companies were contacted and encouraged to place an ad in the final program. An additional letter was sent to twenty-two publishing companies participating in the book exhibit. President Anna Maria Santiago wrote a letter to all Ph.D. granting departments urging them to advertise. In addition, Dr. Santiago contacted seventeen North American Poverty Centers and nine journals encouraging them to advertise. Finally, a congratulatory letter was sent to all of the publishers of the C. Wright Mills finalists encouraging them to advertise.

Ads were placed in the final program by the Jack, Joseph and Morton Mandel School of Applied Social Sciences at Case Western Reserve University, Lynne Rienner Publishers, Routledge/Taylor & Francis, Russell Sage Foundation, SAGE Publications, University of Cincinnati, University of Louisville, University of North Carolina Wilmington, and the Western Society of Criminology. In addition, we offered to put an insert in each registrant's computer sleeve for a fee. The Nature Publishing Group and the University at Buffalo, School of Architecture and Planning placed an order. As a result of our efforts, \$2,600 in advertising revenue was generated. Last year, seven ads were sold and one insert was placed, totaling \$1,925.

IV. ANNUAL MEETING EXEMPTION POLICY

Fifteen annual meeting exemptions were requested and granted this year (39 in 2013; 29 in 2012; and 22 in 2011).

Current Exemption Policy:

All participants (except for those listed under “b.” below) must be current members (they may join on acceptance of their presentation) and must register (paying the guest registration fee will not be accepted for program participants) for the Annual Meeting by July 1. Persons failing to register by July 1 will have their presentations deleted from the final program.

In order to expedite registration, the e-mail of acceptance specifies that participation is contingent on current SSSP membership and registration for the Annual Meeting. Participants may pay membership dues and registration fees online or by mailing or faxing the paper membership and meeting registration forms along with payment information.

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).

Exemption from paying registration fees will be granted for:

- a. Non-students who are unemployed and/or receiving monthly financial assistance to meet living expenses may request a waiver of registration fees to participate on the program.
- b. Individuals from community, labor, and comparable organizations working on social problems or social justice issues who have been invited to serve on a panel to make a presentation.
- c. Non-U.S. and non-Canadian scholars who are from less advantaged countries.
- d. Co-authors of papers who will not be attending the meeting. One of the co-authors must be a paid registrant. Both co-authors must pay if both expect to attend the meeting.
- e. Persons excused by direct request of the Program Committee Chair. All exemptions must be made by May 31.

V. AUDIO-VISUAL

An LCD projector package will be available in each session with the exception of roundtable and critical dialogue sessions. Program participants were instructed to bring their own laptop (and the connection cord if they have an Apple computer or HDMI connection cord) or arrange with someone else in their session to share.

After soliciting bids from seven audio-visual companies (including the in-house company), we signed with Presentation Technology (PTAV). PTAV provided our audio-visual needs in 2008, 2009, and 2011. The total projected audio-visual charge is \$19,420 (\$9,123 audio-visual equipment rental; \$9,297 IATSE Local 16 union labor charges, and \$1,000 hotel load in/load out privileges charge). In 2013 (New York City), it cost \$13,637; in 2012 (Denver), it cost \$7,694; in 2011 (Las Vegas), it cost \$12,631; in 2010 (Atlanta), it cost \$7,631; and in 2009 (San Francisco), it cost \$10,581.

VI. AWARDS BANQUET AND CEREMONY

It is no longer possible to negotiate a banquet menu for \$60 per person inclusive. This year, I negotiated the Fisherman's Wharf Dinner Buffet from \$172.55 per person to \$80 inclusive. Thanks to Dr. Santiago's generosity, banquet tickets were sold for \$70 each.

The dinner buffet will feature San Francisco Clam Chowder and Sourdough Rolls, Roasted Beet Salad (Arugula, Red and Gold Beets, Feta, Toasted Walnuts, Lemon Vinaigrette), Roasted Mushroom and Artichoke Salad (Tomatoes, Red Wine Vinaigrette), Fennel Crusted Chicken with Exotic Mushrooms, Seasonal Fish (Cannellini Beans, Oven Roasted Tomatoes, Peppadew-Castelvetrano Relish), Chef's Selection of Vegetarian Entrée, Horseradish Mashed Potatoes, Seasonal Vegetables, Ghirardelli Chocolate Mousse Cups, Lemon Meringue Parfaits, Starbucks Coffee and Hot Tea Service. To accommodate our vegan attendees, a special entrée will be provided to the two requesting it.

Thanks to the following members who participated in the Donate-a-Banquet Ticket program: Susan M. Carlson, Glenn A. Goodwin, Claire Renzetti, and Ronnie J. Steinberg. Based on their generosity, four graduate students are able to attend.

VII. BOOK EXHIBIT

The Scholar's Choice will organize and manage our book exhibit again this year without cost to the Society. Members interested in having their book displayed were instructed to contact their publisher. Please keep in mind that the publishers pay a fee to display with *The Scholar's Choice* and may not have the marketing budget necessary to honor all requests, particularly for older titles.

In addition to obtaining books for the exhibit, *The Scholar's Choice* contacted the publishers of the C. Wright Mills finalists and obtained complimentary copies of four books. The Society purchased the fifth book, so all books would be on display.

VIII. CATERING

During contract negotiations, Héctor and I negotiated a 3% rebate off all charges that appear on the master account. The Society will spend approximately \$55,000 on food and beverage (including 23% service charge and 8.75% sales tax). This amount includes the cost of the awards banquet (approximately \$10,800 paid by those attending the banquet and by Dr. Santiago). To date, 134 banquet tickets have been sold (179 tickets were sold in 2012).

In lieu of the President's Private Party, we will hold a Welcoming Reception for all meeting attendees. The Membership and Outreach Committee will host the New Member Breakfast. I encouraged all 22 Special Problems Divisions to co-sponsor a joint reception instead of hosting their own. Twenty divisions responded that they would and agreed to contribute \$3,035 toward the cost of the \$11,046 reception. The Drinking and Drugs Division and the Society and Mental Health Division will hold their receptions off-site. The Society will sponsor a reception honoring our Past Presidents and 2014 major SSSP award winners prior to the Awards Banquet and Ceremony.

IX. CONFERENCES AND WORKSHOP

On August 18, SSSP is co-sponsoring the Innovative Programmatic and Policy Responses to Poverty from 8:30am-5:15pm at the San Francisco Marriott Marquis. Currently, 18 people have registered.

On August 18, *Critical Sociology* is sponsoring the Critical and Activist Scholarship Conference from 9:00am-6:30pm at the San Francisco Marriott Marquis. There is no fee to attend this conference.

On August 18, the Institutional Ethnography Division is holding a workshop from 8:30am-5:00pm at the San Francisco Marriott Marquis. Currently, 28 people have registered.

X. DONATIONS

A special thanks to President Anna Maria Santiago and anonymous donors for their financial contributions to program activities and to the Jack, Joseph and Morton Mandel School of Applied Social Sciences at Case Western Reserve University; University at Buffalo, School of Architecture and Planning and the School of Social Work; Oxford University Press; and the University of California Press for their financial contributions.

XI. MEETING MENTOR PROGRAM

The Lee Student Support Fund Committee coordinated the Meeting Mentor Program. Fifty-three attendees requested a meeting mentor. Thanks to the hard work of Sondra Fogel and her committee, all requests were honored. The 2014 Meeting Mentors are: Ellen F. Benoit, Shawn A. Cassiman, Heather Dalmage, Paul J. Draus, Luis A. Fernandez, Jason A. Ford, Autumn R. Green, Brian R. Grossman, Lloyd Klein, Jackie Krasas, Valerie Leiter, Paul C. Luken, Nancy J. Mezey, Glenn W. Muschert, Anna Maria Santiago, John Taylor, Bhoomi K. Thakore, Chris Wellin, and Elroi J. Windsor.

XII. REGISTRATION

The 2011-2012 Board of Directors approved the following policy, "Program participants will be dropped from the annual meeting program, if they do not register by July 1 of that year. The Board requests that program participants receive at least three notices prior to the July 1 deadline for registration."

The Administrative Office sent eight e-mail reminders. In addition, Program Co-Chairs Kelly Patterson and Robert Silverman sent three e-mails urging program participants to register. Currently, two unpaid program participants remain on the program.

XIII. REGISTRATION WORKERS AND ROOMMATE MATCHING SERVICE

Six graduate student members will work at the registration desk. In exchange for working 12 hours, five will receive a complimentary shared hotel room for the nights of August 14-16 and one will be paid an hourly wage.

Thirty registrants requested the roommate matching service. On July 1, an e-mail was sent to them listing the names, affiliations, and e-mail addresses of those willing to participate in order to facilitate roommate matching.

XIV. SAN FRANCISCO MARRIOTT MARQUIS

SSSP received a favorable sleeping room rate of \$189 single/double and \$209 triple/quadruple plus tax per night. We exceeded our room block and added 90 additional rooms to our inventory with a revised room rate of \$249 single/double, \$269 triple, and \$289 quadruple plus tax per night.

On August 1, our room pickup was 827 rooms. The Society will receive 20 complimentary room nights. As long as we exceed 70% of our 837 room block (586 rooms), the Society will not be charged meeting room rental.

The hotel is offering complimentary high-speed internet for SSSP hotel guests. Internet access will not be in the meeting space. Free wireless internet access is available in the hotel lobby and in Starbucks (located in the hotel lobby).

XV. WALKING TOURS

SSSP is proud to offer three walking tours:

Precita Eyes Classic Mission Mural Walk: August 15 from 2:30pm-5:30pm (includes travel time), tickets \$25 per person (includes BART subway fare). Currently, 6 tickets have been sold.

Delancey Street Foundation: August 16 from 10:15am-12:30pm (includes travel time), tickets \$20 per person. Currently 3 tickets have been sold.

We Want to Stay: Western Addition Neighborhood Activism in Response to Post-WWII Urban Redevelopment: August 17, 12:30pm-3:30pm (includes MUNI bus fare), tickets \$25 per person. Currently, 14 tickets have been sold.

XVI. MEETING MANAGER'S COMMENTS

I worked closely with Nicole Espinosa, Senior Event Manager, and Kenzie Langston, Coordinator-Group Reservations. I provided Nicole with our sleeping room list, details for VIP amenities, audio-visual requirements, catering for all food functions, meeting room set up, and signage. I negotiated additional sleeping room nights with Beth Rutkoskie, National Group Sales, Marriott International.

I was fortunate to work with President Anna Maria Santiago; Program Committee Co-Chairs Kelly L. Patterson and Robert M. Silverman; Local Arrangements Committee Chair Jennifer Shea; Executive Officer Héctor L. Delgado; Information Technology Specialist Sharon Shumaker; Administrative Assistant Marisa Stone, and Graduate Research Associate and Webmaster Lisa East. I am thankful for their invaluable contributions to the program. I can't say enough about their hard work and dedication to the Society. In addition, I want to thank Lisa for her exceptional service over the past three years. We wish her the best as she completes her dissertation. We're excited to have Douglas Oeser join the Administrative Office team.

Finally, I would like to thank you, the Board of Directors, for giving me another opportunity to serve as meeting manager. On October 19, I will celebrate my twenty-second anniversary with SSSP. I have been privileged to witness the growth of the organization under the guidance of many outstanding leaders.