

2017-2018 SSSP BOARD OF DIRECTORS MINUTES
THURSDAY, AUGUST 9, 2018
11:45AM – 4:45PM

ITEM #1 – CALL TO ORDER

Meeting called to order by President Luis A. Fernandez

ITEM #2 – INTRODUCTIONS

Members Present:

Luis A. Fernandez, President
Nancy J. Mezey, President-Elect
Donileen R. Loseke, Past President
David G. Embrick, Vice-President
William Cabin, Vice-President-Elect
Glenn W. Muschert, Secretary
Susan M. Carlson, Incoming Treasurer
Maralee Mayberry, Board Member
Saher Selod, Board Member
Elroi J. Windsor, Board Member
Claire M. Renzetti, Board Member
Louis Edgar Esparza, Board Member
Fernando I. Rivera, Board Member
Sarah Jane Brubaker, Board Member
Maria D. Duenas, Board Member, Student Representative
Sarah A. St. John, Board Member, Student Representative
Annulla Linders, Editor, *Social Problems*
Bhoomi K. Thakore, Chairperson, Council of the Divisions
Kristen M. Budd, Chairperson-Elect, Council of the Divisions
Lauren Eastwood, Chair, Budget, Finance, and Audit Committee
Héctor L. Delgado, Executive Officer
Michele Koontz, Administrative Officer and Meeting Manager

ITEM #3 – ADOPTION OF THE AGENDA

Agenda adopted as presented.

ITEM #4 – REVIEW OF THE MINUTES

Secretary Glenn W. Muschert presented the minutes of the 2016-17 Board Meetings, the 2017 Annual Business Meeting, and the 2017-18 Board Meeting.

ACTION: The Board approved the minutes of the 2016-17 Board Meetings, the 2017 Annual Business Meeting, and the 2017-18 Board Meeting.

ITEM #5 – PRESENTATION OF THE 2018 GENERAL ELECTION REPORT

Héctor L. Delgado presenting the results of the 2018 General Election:
President-Elect (2018-2019); President (2019-2020) Heather Dalmage
Vice-President-Elect (2018-2019); Vice-President (2019-2020) Daina Cheyenne Harvey
Secretary (2018-2019) Glenn W. Muschert
Treasurer (2018-2019) Susan M. Carlson

Board of Directors (2018-2021) Yvonne A. Braun, Matthew W. Hughey, and Deborah A. Potter
Board of Directors, Student Representative (2018-2020) Apoorva Ghosh
Budget, Finance, and Audit Committee (2018-2021) Louis Edgar Esparza
Committee on Committees (2018-2021) Trinidad de Jesus Arguello and Kasey Henricks
Editorial and Publications Committee (2018-2021) Rogelio Saenz and A. Javier Treviño
Membership and Outreach Committee (2018-2021) Barbara Wejnert and Cameron T. Whitley
Membership and Outreach Committee, Student Representative (2018-2021) Nathalie P. Rita
4 By-Laws Amendments: Approved

ITEM #6 – MONEY MATTERS

Susan M. Carlson presented on behalf of Treasurer Patrick Donnelly, and reviewed the report from the Treasurer. The Society continues to function effectively from a financial standpoint.

Part A: LBMC Client Service Communications Letter. The Society received a clean audit, and there were no unusual findings.

Part B: 2017 Audit Report. The Board reviewed the letter from LBMC regarding the 2017 audit, which reflects the sound financial stewardship of the Society.

Part C: Discuss Proposed Membership Dues Increase. The Board considered a recommendation in the Treasurer's Report to increase membership dues, noting that it has been ten years since the last dues increase.

ACTION: The Board approved a 10% increase in membership dues across all membership categories.

ACTION: The Board approved the Treasurer's Report on the Financial Condition of the SSSP and the 2017 Annual Audit Report.

PART D: 2017 Amended Budget

Lauren Eastwood, Chair of the Budget, Finance, and Audit (BFA) Committee, presented the 2018 amended budget.

ACTION: The Board approved the 2018 revised budget.

PART E: 2018 June Balance Sheet

PART F: 2018 June Income Statement

The BFA Committee predicts a modest budget shortfall, but affirms that the Society is in good financial health, and that this modest shortfall is not a reason for alarm.

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:

- Discussion of staffing in the Administrative Office (detailed below)
- The status of *Social Problems*
- Rapid response letter sent regarding child separation at the border

- Creation of a Statement against Discrimination and Harassment, Workplace Sexual Harassment Policy, the insertion of a prominent statement against harassment in the Final Program, and creation of an ad hoc Anti-Harassment Committee
- The SSSP membership and participation with the Science and Human Rights Coalition of the American Association for the Advancement of Science (AAAS)
- Contract renewal with Oxford University Press
- Acknowledgement of Traditional Tribal Lands at Annual Meetings
- Discussion of Childcare
- Possibility of Retirement from the University of La Verne

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

Part A: Report from the UTK Project Director. EO Héctor L. Delgado presented, on behalf of Jon Shefner, the University of Tennessee annual report to the Budget, Finance, and Audit Committee. The Department of Sociology is requesting more departmental compensation to cover the Graduate Research Associate's increased tuition costs.

ACTION: The Board approved the UTK Project Director's report.

Part B: Further Discussion on the Advantages and Disadvantages of Continuing Our Relationship with UTK. EO Héctor L. Delgado discussed this issue, which has a long history in Board discussion.

Part C: Further Discussion on Replacing the GRA & Webmaster Position with a Non-graduate Student Permanent Part-time when Caitlin's Contract Ends (July 31, 2019).

ACTION: The Board approved as of July 31, 2019 to eliminate the GRA position in the Administrative Office, while increasing the IT Specialist position from 20 to 29 hours per week.

ACTION: The Board approved to support a graduate student in the Department of Sociology at UTK at actual cost up to the cost of a 9-month appointment at UTK for a Graduate Teaching Associate-50%, plus the cost of an academic year tuition waiver (fall and spring semesters). The Executive Officer and Treasurer are empowered to negotiate directly with UTK.

Part D: Further Discussion on Creating a New Full-time Position: Assistant to the Administrative Officer. The Board strongly supported this in both spirit and practice, as the functioning of the Society relies on the important work of the Administrative Office.

ACTION: The Board approved the creation of a full-time position, via the conversion of the Administrative Assistant position in the Administrative Office to a full-time position as Assistant to the Administrative Officer.

Part E: Further Discussion of the OUP Contract Financial Component
EO Héctor L. Delgado clarified the three contract financial component options presented by Oxford University Press for copy editing and managing editor components of publication of *Social Problems*.

ACTION: The Board approved that, moving forward, OUP assumes the copy/production editing and that any new editors-in-chief of *Social Problems* appointed will decide at time of appointment whether they will have an in-house managing editor (Option 3) or use a managing editor provided by

OUP (Option 1). This change does not affect the present functioning of the editorial office under the current editors of *Social Problems*.

ITEM #8 – REPORT FROM OXFORD UNIVERSITY PRESS

Laura Bannon, Senior Publisher, Social Science Journals, presented the report from Oxford University Press (OUP). We are 42 months into publishing the journal with OUP. We are seeing attrition in institutional subscriptions, only about 2%, which is lower than the average of 5%. Circulation from 2017 and 2018 YTD information indicate that full-rate institutional subscribers are tending to migrate into consortia agreements. Our circulation has increased via consortia access, with a slight decline in full-rate institutional subscriptions. Print circulation is declining. In 2017, there has been an increase of about 10,000 full text downloads, with HTML downloads increasing over PDF downloads. There was an increase in impact factor and citations. OUP continues to market the journal and its content, especially via email alert systems and social media. OUP establishes goals and metrics on usage, profile, and citation, and the YTD reports indicate that such goals have been met or are on pace to be met by the end of 2018.

ACTION: The Board approved the *Social Problems* publisher's report.

ITEM #9 – REPORT FROM THE INCOMING EDITORS OF *SOCIAL PROBLEMS*

Editor Annulla Linders reported on the status of *Social Problems*. The transition to the University of Cincinnati has been effective, with only minimal glitches. Things are running well. The editor presented the list of members for Advisory Board 2018-2019.

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

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

Part A: Report from the Chair of the Committee on Social Media.

Kasey Henricks presented on behalf of Trenton M. Haltom.

ACTION: The Board approved the report of the Committee on Social Media.

ITEM #10 – REPORT FROM THE PROGRAM COMMITTEE CHAIR

A. Javier Treviño presented the Program Committee Chair's report.

- The Committee noted the assistance of the Administrative Officer in the process.
- There has been enthusiasm for the theme of this year's conference, resulting in a good number of sessions. The Committee Chair reported on the various highlights among the dynamic sessions and events in this year's meetings.
- The Committee brought forward a number of recommendations:
 1. Adopt a policy for author-meets-critics session requests
 2. Creation of a policy governing video conferencing requests
 3. Creation of a policy on submitting previously published papers
 4. Policy on double submitting of papers
 5. Recommend that there would be no sign-up sheets for special events
 6. Should there be a plan in place for proposals for workshops that take place at a distance from the meeting site?
 7. Should scholars from economically disadvantaged countries but who are currently at Canadian or U.S. institutions be exempted from paying registration fees?

ACTION: The Board approved the creation of an ad hoc committee (A. Javier Treviño and Amir Marvasti) composed of two recent Program Chairs charged with considering the 2018 Program Committee Chair's Report Recommendation, to provide the Board with language to implement said recommendations by October 2018.

ACTION: The Board approved the Program Committee Chair's report.

ITEM #11 – REPORT FROM THE LOCAL ARRANGEMENTS COMMITTEE CHAIR

Local Arrangements Committee Chair Adriana Leela Bohm presented the highlights of her report.

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

ACTION: The Board approved that future Local Arrangements Committees will no longer be required to provide a restaurant guide.

ITEM #12 – REPORT FROM THE MEETING MANAGER

Michele Koontz, Meeting Manager, reported on various issues.

- Attendance is as expected. On-site registration will add to this number.
- This year, the Society is able to provide both an all-gender restroom and a lactation room.
- Catering: The Society will spend c. \$48,000 on food and beverage at this year's meeting.
- The program is available via a mobile app. This year is the fourth time the Society has used a mobile app.
- In addition, the Meeting Manager presented the following reports.
 - Current Annual Meeting Registrants and Membership by State/Country
 - Meeting Attendance, 1985-2017
 - Report from The Scholar's Choice
- This year, we have a book display from The Scholar's Choice, Policy Press, and PM Press.
- This year, the Society will provide conference bags to those who requested them on the meeting registration form. In addition, registrants will only receive printed programs if they requested them.
- So many attendees like coffee and hot tea, and this year the Society will offer both morning and afternoon breaks of coffee and hot tea.
- Last year, the Board requested that the Executive Officer and Administrative Officer explore the possibility to provide child care services or referrals to such services. Michele reported on her research into what cognate associations do for child care. Discussion ensued. The Board tasked one of its members to approach the Accessibility Committee Chair to request that they determine whether the consideration of a possible subsidy for care-giving activities would fall within their mandate. If they determined in the positive, then the Accessibility Committee was requested to respond in a timely manner with possible recommendations for how such subsidy might function.

ACTION: The Board requests that the Accessibility Committee explore the possibility of creating a model and procedure to provide a subsidy for members with care-giving responsibilities so that they can attend SSSP sessions. The Board requests a proposal prior to October 31, 2018, if possible, or otherwise by the 2019 annual meetings.

ACTION: The Board approved the Meeting Manager's report.

ITEM #13 – UNFINISHED BUSINESS FROM 2017

There was no unfinished business from 2017.

ITEM #14 – NEW BUSINESS

PART A: Strategies for Social Action

This discussion was tabled due to lack of time, and moved to Unfinished Business for the Friday, August 10, 2018 Board meeting.

PART B: Request by the Ad Hoc Anti-Harassment Committee

ACTION: The Board approved that Executive Officer Héctor L. Delgado be charged with requesting a Board member to recuse himself from Board discussion regarding harassment. Héctor will ask the Board member to respond to allegations by 11:59pm on Friday, August 10, 2018.

ITEM #15 – ADJOURNMENT OF THE 2017-2018 BOARD

There being no further time, the meeting was adjourned by Luis A. Fernandez.

Minutes respectfully submitted by Glenn W. Muschert, SSSP Secretary