

ANNUAL REPORT OF THE MEETING MANAGER

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July 31, 2019

I. 2019 ANNUAL MEETING

I am pleased to report that 995 attendees have registered for the annual meeting. Of those registered, 483 (49%) are professionals, 489 (49%) are students/unemployed/emeritus, and 23 (2%) are exempt from paying meeting registration. Previous years' attendance (at the time of my report) was 905 in 2018 (Philadelphia), 1,018 in 2017 (Montreal), 913 in 2016 (Seattle); 916 in 2015 (Chicago); 807 in 2014 (San Francisco); and 991 in 2013 (New York City).

We have 168 sessions scheduled with 773 papers, 46 panelists, 3 workshop facilitators, and 1 plenary speaker. Last year, we had 155 sessions scheduled with 700 papers, 40 panelists, 9 critics, 3 workshop facilitators, and 1 plenary speaker.

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 28 guests registered. Last year at this time, 17 guests had registered. The guests are not included in the total number of registered attendees.

II. ACCESSIBILITY ISSUES

SSSP continues to take 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 conscientious in their inclusiveness. We requested that all attendees refrain from wearing scented products. We asked the hotel to turn off the fragrance system (if applicable) and for housekeeping to 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 the book exhibit or areas where conference attendees are presenting.

Attendees were invited to request accessibility services to facilitate their full participation in the annual meeting. While eight registrants completed the accessibility services section when registering, two did not request any accessibility services. I followed up with the remaining registrants regarding their requests. The requests included accessible hotel accommodations, the ability to bring a personal care attendant, large print materials, the ability to bring their service dog, barrier free spaces, and an assisted hearing device.

Since 2010, members and meeting registrants have been able to donate to the Accessibility Services Fund when they register. This year, contributions of \$305 were received (\$440 in 2018; \$470 in 2017; \$310 in 2016; \$270 in 2015; \$275 in 2014; and \$566 in 2013). This money is deposited in a separate savings account (available balance: \$7,709).

An all-gender restroom is located near registration on the Mezzanine Level. This facility is available for use by all persons, regardless of their gender identity. This facility is available because it is important that all members feel safe and included.

For many transgender people and people who don't conform to societal gender norms, using a public restroom is a daily struggle. Trans and gender expansive people are often harassed, physically assaulted,

or questioned by authorities in both men's and women's restrooms if they are assumed to be in the wrong restroom.

An all-gender restroom provides access to a safe restroom and changing area for people of any gender identity and presentation. It also provides a safe space for those who need the assistance of a personal care attendant or those with small children.

Signage will be posted explaining what an all-gender restroom is. In addition, registration workers will make sure that the signage has not been removed when taking attendance at sessions and meetings.

The Comfort Zone is located in the Columbus Suite on the 2nd Floor Conference Level. This space will provide a quiet environment for conference attendees to relax, reflect, and re-energize. This space is available to all conference attendees, no matter where they are staying. Due to several complaints last year that this space was being used for committee meetings and those who entered the room were asked to leave, we included verbiage in the program and on our web banner that states, "This space should not be used for committee meetings."

A lactation room is located in the Lafayette Suite on the 2nd Floor Conference Level.

Based on feedback from last year's attendees, we established an Area of Rescue Assistance. This space will be clearly marked with signage on the Mezzanine Level and on the 2nd Floor Conference Level. In the event of a hotel evacuation during meeting hours, hotel staff will check these areas for attendees who require assistance.

The Accessibility Committee requested that a 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 EFFORTS

In an effort to increase advertisements in the final program, a personalized e-mail was sent to those who advertised last year. In addition, sixty-nine publishing companies were contacted. An additional letter was sent to twelve publishing companies participating in the book exhibit. A letter was sent to 143 Ph.D. granting departments and 65 M.A. granting departments. 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 Journal of Occupational Science, University of Alberta, University of California Press, and University of West Georgia. The Journal of Occupational Science also paid to be a tote bag sponsor. We offered to put an insert in each registrant's conference bag for a fee. Michigan State University placed an order. In addition, Oxford University Press paid to be a mobile app sponsor. As a result of these efforts, \$3,780 in advertising revenue was generated. Last year, five ads were sold, one insert was placed, and we had one mobile app sponsor, totaling \$2,450.

IV. ANNUAL MEETING EXEMPTION POLICY

Twenty-three annual meeting exemptions were requested and granted this year (35 in 2018; 24 in 2017; 38 in 2016; 22 in 2015; 15 in 2014; and 39 in 2013).

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 June 1. Persons failing to register by June 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 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 processes all qualified exemption requests for conference registration 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.

All exemption requests must be submitted by May 15. Exemptions from paying registration fees will be considered 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 or to make a presentation.
- c. Non-U.S. and non-Canadian scholars residing in economically disadvantaged countries who without these funds would be unable to attend the meeting.
- 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 Chair.

V. AUDIO-VISUAL

LCD projectors and screens **will be available for all traditional sessions**. Roundtable and Critical Dialogue sessions **will not** have audio-visual equipment; however, in some cases these sessions were placed in meeting rooms designated for regular sessions due to space constraints and will have access to a projector and screen. For all traditional sessions, presenters and/or session organizers must bring their own laptop (and the connection cord if they have an Apple computer or HDMI connection cord). Powered speakers for audio will not be available for any sessions. Internet access will be available in all meeting spaces.

According to my Meeting Manager contract, I am to receive a minimum of three audio-visual bids. This year, I received four bids. Initially, it was less expensive to go with an outside company, but PSAV (in-house company) revised their offer. If we signed with them, they agreed to provide complimentary internet in the meeting space (excluding a \$1,560 administrative fee). If we signed with an outside company, the charge for internet in the meeting space would be \$9,360 and the union labor charge for one technician would be \$12,969. This amount is in addition to the audio-visual equipment rental fee.

Total Charges for Internet in the Meeting Space and Audio-Visual Equipment Rental

PSAV-\$34,593.05 (price includes wired internet connections and house phone at the registration desk, easels, flipcharts, assisted hearing device, and conference speaker phone for a committee meeting)

MCRI-\$35,479.95

Lumens AV-\$37,705.25

Crescent-\$38,452.50

The total projected audio-visual charge is \$33,033. In 2018 (Philadelphia), it cost \$20,181; in 2017 (Montreal), it cost \$16,432; in 2016 (Seattle) it cost \$16,833; in 2015 (Chicago), it cost \$11,207; in 2014 (San Francisco), it cost \$16,579; and in 2013 (New York City), it cost \$14,111.

VI. AWARDS CEREMONY

The Awards Ceremony will include the presentations of the annual SSSP awards (Arlene Kaplan Daniels Paper Award, Beth B. Hess Memorial Scholarship, C. Wright Mills Award, Doris Wilkinson Faculty Leadership Award, Joseph B. Gittler Award, Kathleen S. Lowney Mentoring Award, Lee Founders Award, Racial/Ethnic Minority Graduate Fellowship, and the Thomas C. Hood Social Action Award) and the Student Paper Competition winners. Each student paper competition winner, all major award winners and honorable mentions, and all Mills' finalists will be presented with a plaque.

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 the five books.

Bristol University Press, and its imprint Policy Press, publisher of *Agenda for Social Justice: Solutions for 2016* and the *Global Agenda for Social Justice* will be exhibiting again this year. Assistant Editor Shannon Kneis and Journals Director Julia Mortimer and Tyler McGaughey from the University of Chicago Press (who market and distribute them in North America) will be available on-site.

PM Press will be exhibiting again this year. "They seek to create radical and stimulating fiction and nonfiction books, pamphlets, T-shirts, visual and audio materials to educate, entertain, and inspire you. Steven Stothard will be available on-site."

VIII. CATERING

Catering costs are astronomical despite securing a 10% discount on 2018 food and beverage menu pricing during contract negotiations. The Society will spend approximately \$69,000 on food and beverage (including 22% service charge). Thankfully, we are exempt from paying 8.875% sales tax.

We will hold the Arrival Meet & Greet Reception on Thursday evening, the Welcoming Reception on Friday evening, and the Division-Sponsored Reception on Saturday evening. The Membership and Outreach Committee will host the New Member Breakfast on Saturday morning. I encouraged all 22 Divisions to co-sponsor a joint reception instead of hosting their own. Twenty-one divisions responded that they would and agreed to contribute \$3,505 toward the cost of the approximately \$16,500 reception. The Drinking and Drugs Division will hold their reception off-site with the ASA Section on Alcohol, Drugs, and Tobacco.

SSSP will continue to offer complimentary coffee and hot tea in the morning and in the afternoon as follows:

Thursday: 2:00pm-6:00pm

Friday: 8:00am-10:00am and 2:00pm-4:00pm

Saturday: 7:00am-9:00am and 2:00pm-4:00pm

Sunday: 8:00am-10:00am and 2:00pm-4:00pm

IX. CHILDCARE MATCHING SERVICE

Twenty-two registrants requested participation in the childcare matching service. On June 28, an e-mail was sent to them listing the names, e-mail addresses, and number, gender, and ages of their child(ren). In addition, we provided registrants with contact information of a local professional childcare provider.

The following excerpt appears in the final program: “*The SSSP does not provide childcare services at the annual meeting*, but the Administrative Office can provide members, upon request, with a list of other members in need of childcare, in the event that they want to coordinate childcare/outings/etc. with one another. If this does not satisfy their childcare needs, members can call 1-212-682-0227 to contact **Baby Sitters’ Guild**, a childcare service in New York City recommended by the hotel. Please note that the Society has not vetted and therefore is not in the position to recommend this service. Consequently, members are advised to visit the service’s website <http://www.babysittersguild.com> and to conduct their own vetting.”

X. DONATIONS

A special thanks to our sponsors for their financial contributions to program activities: Vassar College, Department of Sociology; Michigan State University, Department of Sociology; and Monmouth University, Office of the Provost; and to the Journal of Occupational Science and Oxford University Press for their financial contributions to the conference bags.

XI. MEETING MENTOR PROGRAM

Louis Edgar Esparza, Lee Student Support Fund Committee Chair, coordinated the Meeting Mentor Program. Eighty-nine mentees were assigned a meeting mentor. The 2019 Meeting Mentors are: Comfort Yemisi Afolabi, Kathleen A. Asbury, Meredith R. Bergey, Yvonne A. Braun, Sarah Jane Brubaker, David L. Brunsma, Melanie E.L. Bush, William D. Cabin, Erica Chito Childs, Katherine A. Durante, David G. Embrick, Luis A. Fernandez, Tony Gaskew, Apoorva Ghosh, Sreyashi Ghosh, Leslie T. Grover, Sebastián G. Guzmán, Judith R. Halasz, Ferzana D. Havewala, Michael O. Johnston, Charles Kaplan, Lloyd Klein, Melis Su Kural, David C. Lane, Annulla Linders, Ali Meghji, Nancy J. Mezey, Brian Monahan, Glenn W. Muschert, Manjusha Nair, Naomi Nichols, Kathryn M. Nowotny, Robert L. Peralta, Gina Petonito, Janelle M. Pham, Frangy Pozo, Jennifer M. Randles, Jean-Pierre Reed, Sandra Rogers, Barbara Katz Rothman, Anna Maria Santiago, Caroline M. Schöpf, Hephzibah V. Strmic-Pawl, Melissa F. Weiner, Karen G. Weiss, Chris Wellin, Megan Welsh, Eli R. Wilson, Elroi J. Windsor, Jacqueline M. Zalewski, Cynthia Baiqing Zhang and Bradley J. Zopf.

XII. MOBILE APP

Thanks to the hard work of IT Specialist Rachel Cogburn, we have a mobile app for the fifth year. Our two-year contract with Core-Apps expires at the conclusion of the 2019 Annual Meeting. This fall, we will request a price quote for a single year vs a multi-year contract.

As of July 31, there are 141 installs or downloads of the mobile app (15% of registrants). Of the 141 downloads, 95 are on an IOS system (iPhone or iPad) and 33 are on an Android device. 13 users are using the app on the web.

XIII. OPTIONAL ONE-DAY WORKSHOPS

On Monday, August 12, two workshops will take place at the hotel.

Community-Based Participatory Action Research Workshop

(sponsored by the Community Research and Development Division)

9:00am–4:30pm

21 registrants paid \$50 and 24 registrants paid \$25 (Total 45 registrants paid: \$1,650)

Institutional Ethnography Workshop

(sponsored by the Institutional Ethnography Division)

9:30am–3:30pm

11 registrants paid \$75 each and 25 registrants paid \$50 each (Total 36 registrants paid \$2,075)

XIV. OPTIONAL WALKING TOURS

SSSP is offering two walking tours. Tour tickets cost \$20 each and one tour is sold-out.

African Burial Ground National Monument Walking Tour

Saturday, August 10, 10:00am–2:00pm

Limit 20 people; 20 tickets sold

Grand Central Terminal: Transportation, Architecture, and Preservation Walking Tour

Sunday, August 11, 10:00am–12:00pm

Limit 25 people; 19 tickets sold

XV. REGISTRATION

At the 2014 Annual Meeting, the Board of Directors approved a policy that program participants will be dropped from the Annual Meeting program, if they do not register by June 1 of that year. The Board requests that program participants receive at least three notices prior to the June 1 deadline for registration.

The Administrative Office sent three targeted e-mail reminders to program participants and asked session organizers to contact their participants who had not registered and urge them to register. In addition, Program Chair E. Brooke Kelly sent two e-mails urging program participants to register. Prior to removing those who didn't register, I sent a personalized e-mail to the paper author(s) and the session organizer. On July 6, a total of 44 program participants were removed for failure to register for the conference despite multiple reminders. A total of 45 program participants were removed from last year's program.

XVI. REGISTRATION BAGS AND PRINTED PROGRAMS

Starting in 2018, the Board of Directors approved that registration bags and printed programs would only go to those who requested them on their registration form. In order to cut costs and reduce environmental impact, registrants were encouraged to forego a bag and program. The default choice on the online registration form is "No."

Of the 995 (2019) registrants, 509 (51%) requested a registration bag and 463 (47%) requested a printed program. We ordered 515 (52%) bags and printed 515 (52%) programs.

Of the 905 (2018) registrants, 407 (45%) requested a registration bag and 438 (48%) requested a printed program. Given that 2018 was the first year that registrants were given a choice, 550 bags (60%) were ordered and 550 (60%) programs were printed.

At the 2016 Annual Meeting, the Board approved that we will continue to use registration bags, sourced from a fair trade and/or unionized company. This year, an American Unionized No Shrink Canvas Tote Bag was identified. The total price is \$5,062 or \$9.83 each (515 bags) versus \$3,960 or \$7.20 each (550 bags) last year.

XVII. REGISTRATION WORKERS AND ROOMMATE MATCHING SERVICE

Seven graduate student members will work at the registration desk. In exchange for working 12 hours, six will receive a complimentary shared hotel room for the nights of August 8-10. The other graduate student lives nearby and will be paid \$15 per hour.

Twenty-eight registrants requested the roommate matching service. On June 28, 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.

XVIII. ROOSEVELT HOTEL ROOM RATES

SSSP received a favorable sleeping room rate of \$229 single/double; \$269 triple; and \$309 quad plus tax per night when the hotel contract was signed. In addition, we were able to secure twenty Cozy Queen Rooms (for 1 or 2 people) at \$209 per night. We exceeded our room block on June 12 and the hotel added additional room nights without requiring an addendum to our contract.

On July 29, our room pickup was 870 rooms (104% pickup). The Society will receive 21 complimentary room nights. As long as we exceed 70% of our 840-room block (588 rooms) and reach our \$39,000 food and beverage minimum, the Society will not be charged meeting room rental.

XIX. HOTEL CONTRACT NEGOTIATIONS

Hotel contracts are negotiated at least two and half years in advance of the Annual Meeting. Last fall, Héctor and I, along with Marisa Crame, HelmsBriscoe, conducted a site visit for the 2022 Annual Meeting in Los Angeles, CA. We toured three downtown properties:

- Loews Hollywood (union)
- Omni Los Angeles Hotel at California Plaza (non-union)
- Westin Bonaventure Hotel & Suites (non-union)

The following factors are considered when selecting a hotel

- Low hotel room cost for attendees
- Unionization of hotel employees, preferred
- Close proximity (non-airport hotels) to the American Sociological Association's (ASA) conference hotel(s). Try to avoid transporting members between SSSP and ASA. If transportation is required, the hotel must incur costs.
- Conformity to the Americans with Disabilities Act: reserve 5 accessible guest rooms (3 rooms with 2 beds and 2 rooms with a king bed). Three rooms must have a roll-in shower (2 rooms with 2 beds and 1 room with a king bed).
- Nondiscriminatory with regard to race, ethnicity, sex, sexual preference, religion, national origin, or physical disability

There was little question that the Omni Los Angeles Hotel (non-union) offered the Society and its members the best deal. While voting on this matter, one board member suggested that the Board have a conversation of only having union-hotels as tenable options in the future. He noted that this “would entail some compromises in other areas (price, distance from ASA, etc.), but given the mission of SSSP, it seems to me appropriate.” The Executive Officer responded that, we, “in effect, have a policy to go with a union property, unless there is a compelling reason (including a compelling financial reason) not to. For the most part we have succeeded in holding our meetings at a unionized hotel. I should add that we also do not always have an option, for a variety of reasons, including the fact that the ASA schedules their meetings before we do and they too prefer union properties - which in turn limits our options. Also, keep in mind that we have very specific needs for meetings (e.g. number of meeting rooms) and this has limited our choices as well.” He then added in a subsequent e-mail, that between 1993 and 2022 (counting the Omni), 22 of 30 of our annual meeting hotels were or will be union properties. I'm bringing this matter to your attention in the event that you wish to revisit the issue.

XX. MEETING MANAGER'S COMMENTS

I worked closely with Michelle Cromby, Convention Services Manager; Rana Tracy, Director of Convention Services; and Kevin Klein, Director of Association Sales. I provided Michelle with our VIP and staff sleeping room needs and worked with her when reservations needed to be amended or cancelled; provided details for VIP amenities, audio-visual requirements, catering for all food functions, meeting

room set up, and signage. They were extremely professional and it was an absolute pleasure to work with them.

I was very fortunate to work with President Nancy J. Mezey; Program Chair E. Brooke Kelly; Local Arrangements Committee Chair Keumjae Park; Executive Officer Héctor L. Delgado; Assistant to the Administrative Officer Kelsey Arnold; Information Technology Specialist Rachel Cogburn; and outgoing Graduate Research Associate and Webmaster Caitlin Mize. I am grateful for their invaluable contributions to the program. I can't say enough about their hard work and dedication to the Society.

I would be remiss if I failed to mention Héctor's 10th anniversary as our Executive Officer. Words cannot express my gratitude for the countless ways in which he has given of his time, energy, and thoughtful guidance and leadership. He is an absolute pleasure to work with and I am forever grateful to him.

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-seventh anniversary with SSSP. I have been privileged to serve the organization under the guidance of many outstanding leaders.