

**2020–2021 BOARD OF DIRECTORS AGENDA
FRIDAY, AUGUST 14, 2020
10:30AM – 3:30PM (EDT)
VIRTUAL MEETING CONDUCTED VIA ZOOM**

ITEM #1 – CALL TO ORDER

Meeting called to order by President Corey Dolgon at 10:33am.

ITEM #2 – INTRODUCTIONS

Members Present:

Corey Dolgon, President
Noreen Sugrue, President-Elect
Heather M. Dalmage, Past-President
Pamela Anne Quiroz, Vice-President
Sarah Jane Brubaker, Vice-President-Elect
Daina Cheyenne Harvey, Past Vice-President
Glenn W. Muschert, Secretary
Susan Carlson, Treasurer
Yvonne A. Braun, Board Member
Laura Eastwood, Board Member
Giovanna Follo, Board Member and Chair-Elect, Council of the Divisions
Shirley A. Jackson, Board Member and Chair of the Editorial and Publications Committee
Deborah A. Potter, Board Member
Bhoomi Thakore, Board Member
Lydia Hou, Board Member, Student Representative
Melissa Maxey, Board Member, Student Representative
Kristen M. Budd, Chair, Council of the Divisions
Annulla Linders, Editor, *Social Problems*
David Luke, Chair, Budget, Finance, and Audit Committee
Arturo Baiocchi, Chair, Committee on Committees
Héctor L. Delgado, Executive Officer
Michele Koontz, Administrative Officer and Meeting Manager
Rachel Cogburn, IT Specialist

ITEM #3 – ADOPTION OF THE AGENDA

Agenda adopted as presented with the addition of the following two (2) items:

ITEM #15 – NEW BUSINESS, PART E. Discussion of a Policy for the Use of the SSSP Online Membership Directory

ITEM #15 – NEW BUSINESS, PART F. Discussion of Membership and Recruiting

ITEM #4 – REPORT FROM THE EDITORIAL AND PUBLICATIONS COMMITTEE CHAIR

Committee Chair Shirley A. Jackson presented the report of the Editorial and Publications Committee, with major points as follows. First, the Committee was tasked with clarifying the policy regarding a division proposing a new journal. The Committee submitted this proposed policy statement in the SSSP Operations Manual under the section of Roles and Responsibilities of Division Chairs: “Any division proposing a new journal must provide the Editorial and Publications Committee with a proposal outlining how it plans to fund the journal. Proposals must include how it would be funded (i.e.,

subscription fees, institutional support), including production, publication format, and dissemination costs, potential publisher, office location, and staffing.”

ACTION: The Board approved inclusion of the following statement to be included in the SSSP Operations Manual under the section of Roles and Responsibilities of Division Chairs. “Any division proposing a new journal must provide the Editorial and Publications Committee with a proposal outlining how it plans to fund the journal. Proposals must include how it would be funded (i.e., subscription fees, institutional support), including production, publication format, and dissemination costs, potential publisher, office location, and staffing.”

Second, the Committee discussed the future of the Ad Hoc Justice-21 Committee, suggesting that a transition is overdue. Discussion ensued. This item is discussed below under ITEM #14 – UNFINISHED BUSINESS FROM 2019-2020, PART D. Continued Discussion of the Justice 21 Committee Report.

ACTION: The Board approved the report of the Editorial and Publications Committee.

ITEM #5 – PRESENTATION OF THE 2021 PROPOSED BUDGET BY THE BUDGET, FINANCE, AND AUDIT COMMITTEE CHAIR

PART A. 2021 Proposed Budget

Committee Chair David J. Luke presented the 2021 Proposed Budget, clarifying relevant changes and important points, while highlighting possible future trends looking forward. Revenues are down due to the pandemic crisis, and expenses have been trimmed as much as possible while preserving the essential functions of the SSSP.

ACTION: The Board approved the 2021 proposed budget.

PART B. Continued Discussion of Pricing for the 2021 Virtual Only Meeting Registration Fee
Treasurer Susan M. Carlson reported on the possible scenarios for virtual meeting registrant numbers and the cost to the SSSP. Holding more virtual sessions is more cost effective, per session. Discussion ensued regarding price points of various permutations.

ACTION: The Board approved increasing the number of virtual sessions from 28 to 60, pricing registration for the virtual only participation the same as for the in-person conference participation.

ACTION: The Board approved that foreign scholar exemptions for the 2021 annual meeting would only apply to those attending the in-person conference, and not those attending the virtual conference.

PART C. Decisions Needed from Board Regarding 2021 Virtual Meeting

Administrative Officer and Meeting Manager Michele Koontz and IT Specialist Rachel Cogburn discussed various decisions needed for the 2021 virtual meeting. These referred to logistics associated with shifting to 60 virtual sessions.

ACTION: The Board approved that for the 2021 annual meeting, each Division will have 2 virtual sessions. Therefore, each Division must convert one of their currently-planned in-person sessions for 2021 to a virtual session.

PART D. Discuss a Need for a Policy Stating that SSSP will not Pay for Indirect Costs or Overhead Costs on Any of Its Contracts

Executive Officer Héctor Delgado and Administrative Officer and Meeting Manager Michele Koontz reported on the need for a specific policy statement about the SSSP not paying indirect, overhead costs, or fees. Therefore, they presented the following proposed a policy that the Society for the Study of Social Problems does not pay indirect costs, overhead costs, or fees on any of its contracts, and recommended that this policy be added to the Operations Manual and incorporated into future contracts.

ACTION: The Board approved the following policy to be added to the SSSP Operations Manual and subsequently to be incorporated into future contracts: “The Society for the Study of Social Problems does not pay indirect costs, overhead costs, or fees on any of its contracts.”

ITEM #6 – REPORT FROM THE STUDENT REPRESENTATIVES OF THE BOARD OF DIRECTORS

Board Members Melissa R. Maxey and Lydia Hou presented the highlights of the report from the Student Representatives of the Board of Directors, including some suggested future workshops topics of interest to the student members.

ACTION: The Board approved the report from the Student Representatives of the Board of Directors.

ITEM #7 – REPORT FROM THE CHAIRPERSON OF THE COUNCIL OF THE DIVISIONS

PART A – SUMMARY OF DIVISION ACTIVITIES, 2019-2020

Chair of the Council of Divisions Kristen M. Budd presented the highlights of the report. The Council of Divisions met virtually this year. Division membership is trending down, which is predictable due to reduced membership during the Covid-19 pandemic.

ACTION: The Board approved the report from the Chair of the Council of the Divisions.

PART B – CONCERNS OF THE DIVISIONS

Kristen M. Budd presented the concerns of the Divisions specified in the report. Discussion ensued.

ACTION: The President and the Executive Officer will discuss with the Council of Divisions the implications of declining division membership numbers on the organization of divisions as well as how SSSP plans to move forward.

ACTION: The Board affirms its support for existing Divisions, particularly recognizing the challenges presented by the COVID-19 pandemic.

The Board considered the issue of Divisions approving special projects (virtual events, such as webinars, sessions, workshops, etc.) Discussion ensued regarding the need to clarify that all SSSP-sponsored events must be free of discrimination and harassment. Anti-Harassment Committee members Sarah Jane Brubaker (Chair) and Kristen M. Budd will develop a statement on anti-discrimination and harassment at approved virtual events. Such statement will be presented to the Board for future review and approval.

ACTION: The Board approved that Divisions may sponsor special projects (i.e. virtual events such as webinars/sessions/workshops/etc.) involving outside funding with the Board of Directors approval.

ACTION: The Board clarified that Divisional monies may only be used to fund items that enhance Divisional activities (not gift memberships), and that such verbiage will be added to the Operations Manual under the Roles and Responsibilities of Division Chairs section.

ACTION: The Board approved a revision in the Operations Manual under the Roles and Responsibilities of Division Chairs to add an additional section on the Graduate Student Paper Competition 1) to make explicit that each division is tasked with holding a Graduate Student Paper Competition for equity purposes, and 2) to make it easier to identify information about the Student Paper Competition. The following will be integrated into the Operations Manual:

++++ Begin Division Budgets, Section K and New Student Paper Competition Section +++++

K. Division Budgets

1. Annual Meeting Program. The amount of discretionary money per year available to divisions is set by the Board of Directors, upon recommendation of the Budget, Finance, and Audit Committee. Each Division Chair is asked to provide budget projections and requests for the current year and the following year. These projections should be sent to the Administrative Office no later than March 31. The Budget, Finance, and Audit Committee will review these requests at their annual mid-year meeting. If a Division Chair does not supply a written request, the committee will allocate \$300 for that division. The Board of Directors set a limit of \$600 annually for each division. The budgeting of this money is at the discretion of each division, however all monies must be spent on items that enhance division activities. Some divisions award a cash prize to their student paper competition winner, contribute to the division co-sponsored reception, serve refreshments at an informal division social function, provide a newsletter honorarium or social media honorarium, or pay expenses of participants on the program. Divisions who wish to hold a SSSP sponsored or co-sponsored reception off-site and not at the conference hotel will be required to hold their receptions at a restaurant or bar that is adequately insured. Should the division choose not to do this, including holding the reception at someone's house or suite in the hotel if it is not covered by the hotel's liability insurance, the SSSP will not sponsor/co-sponsor or provide funds for the event because of liability issues. Furthermore, please don't schedule a reception during the SSSP plenary sessions (SSSP Business Meeting, Presidential Address, or Awards Ceremony). All requests for reimbursements for money spent must be accompanied by a receipt as proof of expenditure. This is required by our auditors. The Division Chair must authorize expenditure.

2. Requests for reimbursement must be made to the Administrative Officer before the Society's fiscal year ends on December 31. All unspent funds will return to the Society's general fund. Unspent balances will not be carried over to next year's budget.

New Section: Student Paper Competition and Award

[Note: *This section will come before the Division Budget Section. Items highlighted in yellow were moved from section K, Budget to this new section with some reorganization for clarity.]

Each division is tasked with holding a Student Paper Competition. The Student Paper Competition allows students, regardless of their divisional membership, the opportunity to be recognized for their scholarly contributions.

When making the Student Paper Competition call for papers, the announcement must state:

- (1) Applicants are required to submit their papers through the Annual Meeting Call for Papers process as a condition for consideration for the award. This will ensure that winning papers are placed and designated in the program.
 - a. Note: Papers are not eligible for presentation or division competitions or awards/scholarships/fellowships if they have been published or accepted for publication before being submitted for consideration. Papers are not eligible if they have been presented previously at SSSP or presented or accepted for presentation at other professional meetings, unless they have been revised substantially with new data, findings, or theoretical contributions. Click here to review the approved annual meeting policy statements (link will open in a new window).
- (2) Students may submit to only one division.

Once you have selected your finalists, contact the Administrative Officer so he, she, or they can verify that the papers are on the program. Students are ineligible for this award if they do not meet the above criteria.

Deadlines: Notify the Administrative Officer of the names, addresses, e-mail address, and award amounts of your division's Student Paper Competition winners no later than April 1 and your division's Outstanding Scholarship Award winners no later than May 31 (in response to request).

Award: SSSP will provide each Student Paper Competition winner with complimentary student membership and conference registration (limited to one per division). All paper authors will receive a plaque, which will be handled through the Administrative Office. These items will not be deducted from your division's budget. Please also consider providing your winner with a modest cash prize from your division's budget.

Awards Ceremony: In order to streamline the Awards Ceremony, only paper award winners will be recognized. You should recognize your honorable mentions or runner's up or outstanding scholarship award winners at your divisional business meeting, in your division newsletter, and on your division's social media accounts. Division Chairs are responsible for obtaining additional plaques for their honorable mentions or runner's up or outstanding scholarship award winners, if desired. These items are deducted from your division budget.

PART C. Inform Board of the Chairperson–Elect of the Council of Divisions for the 2020–2021 term.

Giovanna Follo was approved by the Council of Divisions as Chairperson-Elect of the Council of Divisions (2020-2021) and as Chairperson of the Council of Division Chairs (2021-2024).

ITEM #8 – REPORT FROM THE CHAIR OF THE NOMINATIONS COMMITTEE (INCLUDING NOMINATIONS FOR THE 2021 GENERAL ELECTION)

Committee Chair Kristen M. Budd presented the highlights of the report.

ACTION: The Board approved the report of the Chair of the Nominations Committee.

ACTION: The Board approved the 2021 Slate of Nominees for the SSSP General Election.

ITEM #9 – APPOINT TWO MEMBERS TO SERVE FOR THE 2020-2022 TERM ON THE NOMINATIONS COMMITTEE

ACTION: The Board approved Janelle Pham and Meghan Rich to serve for the 2020-2022 term and Giovanna Follo, Chairperson-Elect, Council of the Division Chairs to serve for the 2020-2021 term.

ITEM #10 – NOMINATE CANDIDATES FOR SECRETARY AND TREASURER

ACTION: The Board approved Glenn W. Muschert and Susan M. Carlson as nominees for Society Secretary and Treasurer, respectively.

ITEM #11 – REPORT FROM THE COMMITTEE ON COMMITTEES CHAIR

Committee Chair Arturo Baiocchi presented the highlights of the report, with particular focus on identifying candidates for various appointed positions in the Society. The process this past year went smoothly.

ACTION: The Board approved the report of the Committee on Committees.

ITEM #12 – DISCUSS ANY BUSINESS MEETING REFERRALS OR MOTIONS

There were no referrals or motions carried over from the Friday, August 7, 2020 SSSP Business Meeting.

ITEM #13 – RESOLUTIONS: UPDATE/NEXT STEPS/VOTING

Past Vice-President Daina Cheyenne Harvey reported on the three (3) resolutions brought forward at the Friday, August 7, 2020 SSSP Business Meeting. Members are currently voting, which will continue through August 21, 2020. The voting process seems to be running smoothly. Members offered suggestions regarding the resolutions process, much of which included clarification of the process on the web page, including the length of time someone would be required to be a member in order to vote, clarify what the Board's role is during the process. Based on the suggestions, Executive Officer Héctor Delgado and Past Vice-President Daina Cheyenne Harvey will revise the Call for Resolutions materials. These changes will be submitted for future Board review and approval.

ACTION: The Board acknowledged the verbal report on the resolutions process and voting.

ITEM #14 – UNFINISHED BUSINESS FROM 2019-2020

PART A. Develop a Mechanism to Reevaluate the SSSP Awards, including the Proposal of New Awards

President Corey Dolgon discussed the need to reevaluate the SSSP awards and awards process.

ACTION: The Board approved the creation of an Ad Hoc Committee to conduct an audit of SSSP awards and award processes, to include Shirley A. Jackson as chair.

PART B. Create a Committee to Look at How the SSSP Meeting Mentor Program Could and Should Be Structured

Board Member Bhoomi Thakore discussed the need to examine the SSSP Meeting Mentor Program.

ACTION: The Board approved the creation of an Ad Hoc Committee to conduct an audit of the SSSP Meeting Mentor Program, to include Bhoomi Thakore as chair and Melissa Maxey as committee member.

PART C. How to Address Committee Action Items in Committee Reports
President Corey Dolgon spoke about the ambiguity contained in some committee reports.
Discussion ensued.

PART D. Continued Discussion of the Justice 21 Committee Report
Discussion of the Justice 21 Committee continued from the July 31, 2020 Board meeting and the following from above: ITEM #4 – REPORT FROM THE EDITORIAL AND PUBLICATIONS COMMITTEE CHAIR. The Chair of the Justice 21 Committee, Glenn Muschert indicated that the Justice 21 Committee will meet with members of the Board and the Editorial and Publications Committee to discuss the following issues: 1) the future status of the Justice 21 Committee, 2) creation of a process for assigning editorship of the *Agenda for Social Justice* volumes, and 3) creating a plan to bridge the time between current production of the volumes until such time when a new process is created.

ACTION: The Board approved that the editors of the *Agenda for Social Justice/Global Agenda for Social Justice* be included in the meetings of the Editorial and Publications Committee as non-voting, ex-officio members. Such request will be forwarded to the SSSP By-Laws Committee for approval.

ITEM #15 – NEW BUSINESS

PART A. Request from Community Research and Development Division for a Post-Conference Workshop in Chicago
Administrative Officer and Meeting Manager Michele Koontz presented the request on behalf of Judith Halasz.

ACTION: The Board approved the request of the Community Research and Development Division for a workshop in Chicago.

PART B. Request from Environment and Technology Division for a Post-Conference Workshop in Chicago
Administrative Officer and Meeting Manager Michele Koontz presented the request on behalf of Nels Paulson and Clare Cannon.

ACTION: The Board approved the request of the Environment and Technology Division for a workshop in Chicago.

PART C. Request from Institutional Ethnography Division for a Post-Conference Workshop in Chicago
Administrative Officer and Meeting Manager Michele Koontz presented the request on behalf of LaNysha Adams.

ACTION: The Board approved the request of the Institutional Ethnography Division for a workshop in Chicago.

D. Request from President Corey Dolgon for two Post-Conference Workshops in Chicago
President Corey Dolgon presented the request for two workshops: Social Impact <-> Social Change: Storytelling Workshop and Advancing Activist Scholarship and Engaged Pedagogy in Promotion and Tenure.

ACTION: The Board approved the request of the President's request for two workshops in Chicago.

PART E. Discussion of a Policy for the Use of the SSSP Online Membership Directory
Executive Officer Héctor Delgado clarified the rationale behind a new policy regarding the usage of the SSSP Online Membership Directory.

ACTION: The Board approved a new policy concerning the use of the online Membership Directory as follows. This policy will appear in the Operations Manual and will be posted on the Society's website in the portal to the Membership Directory.

SSSP ONLINE MEMBERSHIP DIRECTORY POLICY

The online membership directory is available on the Society's website and can only be accessed by current members, principally for the purposes of networking and building camaraderie. The electronic membership directory provides several search options, including name, e-mail, affiliation, city, and country. Members can make changes directly to their own listing or choose to remain unlisted in the directory. The Administrative Office has responsibilities for the quality of this service.

The directory is for internal use only and should not be shared with other organizations or non-members without the approval of the Board of Directors. The information contained in the directory should not be used to create mailing lists, e-mail blasts, bulk communications, or other lists without the approval of the Board of Directors. The directory should not be used to make unsolicited contact with other members to promote a private business or services or to lobby for or against a resolution or other matter requiring a vote by the membership without the approval of the Board of Directors. If members have any doubt about the appropriate use of the directory, they are asked to inquire with the Administrative Office.

PART F. Discussion of Membership and Recruiting

There being insufficient time, this item was tabled and rescheduled for a future meeting.

ITEM #16 - ADJOURNMENT OF THE 2020-2021 BOARD

There being no further time, President Corey Dolgon adjourned the meeting at 4:13pm.

Minutes respectfully submitted by Glenn W. Muschert, SSSP Secretary