

ANNUAL REPORT OF THE MEETING MANAGER

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July 16, 2022

I. 2022 ANNUAL MEETING

This will be our first in-person annual meeting since 2019. Based on the comments that I have received, registrants are looking forward to networking, socializing, and connecting with each other in Los Angeles.

In an ongoing effort to increase attendance by keeping registration rates low, the Board of Directors (Board) approved the following registration rates:

- **Early bird registration:** \$165 for members and \$50 for students/underemployed/emeritus members (valid until June 1)
- **Pre-registration:** \$175 for members and \$60 for student/underemployed/emeritus members (valid June 2-July 17)
- **On-site registration:** \$200 for members and \$70 for students/underemployed/emeritus members (valid August 4-7)

I am pleased to report that 480 attendees have registered for the in-person annual meeting. Of those registered, 244 (51%) are professionals, 225 (47%) are students/unemployed/emeritus, and 11 (2%) are exempt from paying meeting registration. Previous years' attendance (at the time of my report) was 769 in 2021 (fully virtual meeting), 120 in 2020 (1/2-day complimentary virtual meeting), 995 in 2019 (New York City), 905 in 2018 (Philadelphia), 1,018 in 2017 (Montreal), and 913 in 2016 (Seattle).

We have 99 sessions scheduled with 361 papers, 7 panels with 31 panelists, 9 critics, and 1 plenary speaker. In 2021, we had 123 sessions scheduled with 466 papers, 10 panels with 55 panelists, 5 critics, and 8 plenary speakers. At our last in-person meeting (2019), we had 168 sessions scheduled with 773 papers, 10 panels with 46 panelists, 3 workshop facilitators, and 1 plenary speaker.

II. 2022 MEMBERSHIP DUES

Compared to one year ago, total membership (including last year's members who have not yet renewed) is up almost 4% (70 members); however, current membership (2022+: 1,202) is down about 18% (265 members). Members are renewing at a lower rate than was the case prior to the pandemic. It should be noted that the \$275 dues category (gross annual income of \$100K and up) has increased by 12% (14 members) compared to one year ago.

<u>July 16, 2022</u>	<u>July 19, 2021</u>	<u>July 17, 2020</u>	<u>July 19, 2019</u>
2022+: 1,202	2021+: 1,467	2020+: 1,099	2019+: 1576
2021: 747	2020: 412	2019: 916	2018: 711
Total: 1,949	Total: 1,879	Total: 2,015	Total: 2,287

III. ACCESSIBILITY ISSUES

SSSP continues to take steps to meet the needs of our attendees with disabilities. Written guidelines were posted on our website and distributed to all program participants to urge and assist them to be increasingly creative and conscientious in their inclusiveness. The guidelines emphasized accessible presentations, visual materials, air quality and service animals, area of rescue assistance, seating arrangements, sign and voice interpreting, audio equipment, and discussions.

Attendees were invited to request accessibility services to facilitate their full participation in the annual

meeting. While seven registrants completed the accessibility services section when they registered, two did not request any accessibility services. The other requests included: wheelchair access in meeting rooms, microphone and sound system for presenter's session, printed program schedule, disability accommodation to present virtually, recordings or transcripts of sessions, and tall chair behind podium. This information was shared with Dr. Junior R. Hopwood, Accessibility Committee Chair, so he could follow-up with all registrants who requested an accessibility service.

Area of Rescue Assistance

Areas of Rescue Assistance are located on the 2nd and 4th Floor Conference Levels. In the event of a hotel evacuation during meeting hours, hotel staff will check these areas for attendees who require assistance.

Comfort Zone

The Comfort Zone is located in the Widney Room on the 2nd Floor Conference Level. This space provides 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. Attendees are encouraged to silence their devices and refrain from talking on cell phones in this area. This space should not be used for committee meetings.

All-Gender Restroom

An all-gender restroom is located across from the Hershey Room on the 2nd Floor Conference Level. This facility is available because it is important that all registrants feel safe and included. Anyone can use this restroom, regardless of gender identity or expression. 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.

Lactation Room

The lactation room is located in the Olympic Room, 4th Floor Conference Level. Attendees are encouraged to silence their devices and refrain from talking on cell phones in this area.

IV. ANNUAL MEETING EXEMPTION POLICY

Eleven annual meeting exemptions were requested and granted this year (27 in 2021, 0 in 2020, 23 in 2019; 35 in 2018; 24 in 2017; and 38 in 2016).

Current Exemption Policy

All session participants (except for those listed under "b" below) must be current members (they may join on acceptance of their presentation) of the Society and must register for the annual meeting by June 1. Persons failing to register by June 1 will have their presentations deleted from the program.

The Administrative Office processes all qualified exemption requests for conference registration in the order received. In addition, the Program Chair notifies the Administrative Officer when they approve 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.

- 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 in an effort to maximize space. 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, courtesy of SSSP, will be available in all meeting spaces.

According to my Meeting Manager contract, I am to secure a minimum of three audio-visual bids. This year, I received four. Given that complimentary internet access in the meeting space was not provided by the hotel, SSSP had to purchase it. Encore, the in-house audio-visual provider, submitted an “internet only” quote for \$26,195. If SSSP selected Encore as their sole audio-visual provider, the total cost for internet and audio-visual equipment was \$42,435. After negotiations, the total projected audio-visual charge will be \$35,303.

While the outside companies were less expensive, upon adding the \$26,195 amount for internet, the total would have exceeded the cost for Encore.

In 2019 (New York City), it cost \$31,518; in 2018 (Philadelphia), it cost \$20,181; in 2017 (Montreal), it cost \$16,432; in 2016 (Seattle) it cost \$16,833.

VI. AWARDS CEREMONY

The Awards Ceremony will include the presentations of the Arlene Kaplan Daniels Paper Award, Beth B. Hess Memorial Scholarship, C. Wright Mills Award, Doris Wilkinson Faculty Leadership Award, Indigenous Peoples’ Social Justice Award, Joseph B. Gittler Award, Kathleen S. Lowney Mentoring Award, Kauffman Foundation Paper Awards, Lee Founders Award, Racial/Ethnic Minority Graduate Fellowship, 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 were mailed a plaque earlier this month. These individuals will be acknowledged in a slideshow presentation on our website. In addition, an abstract of each student’s winning paper will be posted on our website along with their contact information.

Each student paper winner received complimentary student membership and meeting registration (courtesy of SSSP) and a monetary stipend (courtesy of their division). It is the Division Chair’s responsibility to recognize their winners, honorable mentions, and outstanding scholarship award winners at their divisional business meeting, in their division newsletter, and on their division’s social media accounts. Division Chairs are responsible for obtaining plaques for their honorable mentions or outstanding scholarship award winners, if desired.

VII. BOOK EXHIBIT

The Scholar's Choice will again be organizing and managing our book exhibit 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.

Bristol University Press, and its imprint Policy Press, publisher of the upcoming *Global Agenda for Social Justice 2* will be exhibiting again this year. All Sociology books will be offered at a 50% discount for the duration of the annual meeting.

VIII. CATERING

Héctor and I were able to secure a 20% discount on 2021 food and beverage menu pricing during contract negotiations. As a result of the pandemic, we were able to reduce our food and beverage minimum from \$50K to \$40K. The Society will spend approximately \$53,500 on catering (including 22% service charge and 9.5% 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 divisions responded that they would contribute \$3,675 toward the cost of the Division-Sponsored Reception. The Drinking and Drugs Division will hold their reception off-site with the ASA Section on Alcohol, Drugs, and Tobacco.

SSSP will offer complimentary hot/cold beverages and snacks in the morning (whole fruit, granola bars, individual yogurts) and afternoon (whole fruit, granola bars, individual bags of pretzels or chips) 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

In addition, SSSP will subsidize the cost of wine, beer, and non-alcoholic beverages at the Arrival Meet & Green Reception and the Welcoming Reception. Attendees will pay: \$5 wine, \$3.50 beer, and \$1.50 for non-alcoholic beverages. Complimentary wine, beer, and non-alcoholic beverages will be provided at the Division-Sponsored Reception.

IX. CHILDCARE MATCHING SERVICE

Seven registrants requested participation in the childcare matching service. On July 1, an e-mail was sent to them listing the names, e-mail addresses, and number, identified gender, and ages of the child(ren) of the other registrants requesting participation in the service. In addition, we provided registrants with contact information of a local professional childcare provider.

The following verbiage was included in our communication to them: "The SSSP does not provide childcare services at the annual meeting. However, we do provide conference attendees, upon request, with a list of other attendees in need of childcare, in the event that you want to coordinate childcare/ outings/etc. with one another. The following is a list of SSSP conference participants who are interested in sharing childcare responsibilities. We have provided this information so you can contact one another directly, if you are still interested in childcare matching. Please note that we do not vet anyone asking to be on the list. We simply make the list available to members.

The Omni Los Angeles Hotel at California Plaza, our conference hotel, suggests contacting [WeeSitt](#). If you are interested in this service, please call 1-424-201-2224 in advance for reservations, hours, and fee information. While we are pleased to pass on this information for your convenience, here as well, the Society has not vetted and therefore is not in a position to recommend this service. Consequently, members are advised to visit the service's website <https://www.weesitt.com/#the-babysitting-service-1> and to conduct their own vetting. Furthermore, please note that the liability waiver to which you must agree in order to register for the annual meeting applies in this instance as well.

Note: Children under 18 are required to show proof of vaccination and get a meeting badge at the registration desk, though they do not need to register as guests. Children are expected to follow the same requirements as adults, to the extent possible, and wear a badge and mask in all SSSP meeting space. Children 5 and up must have full vaccination plus booster, as per the definition above. Children 6 months-4 years, must have two doses of Moderna or Pfizer. All attendees and their guests must adhere to the [Society's Covid-19 Annual Meeting Protocol](#) in order to attend the annual meeting.”

X. COVID-19 PROTOCOL

SSSP is taking many steps to ensure the health and well-being of meeting attendees and their guests. To ensure that everything goes smoothly, please do not forget your proof of full vaccination plus one booster. In order to attend sessions and other SSSP annual meeting events, you must provide proof of full vaccination plus one booster as required by the Society's Annual Meeting [COVID-19 Protocol](#), which includes instructions for when attendees are required to wear a mask. We urge you to also take a photo of your vaccination card in the event that you forget or misplace it.

Requirements for Attendance

- 1. Attendees must be fully vaccinated with booster in order to receive a name badge needed to attend all SSSP sessions and other events.**
- 2. Masks must be worn by everyone age 2 years and older, fully covering the nose and mouth, at all times when in the indoor SSSP meeting space, unless actively eating, drinking, or presenting.**

XI. HOTEL ROOM RATES

SSSP received a favorable sleeping room rate of \$219 single/double; \$239 triple; and \$259 quad plus tax per night when the hotel contract was signed in December 2018. As a result of the pandemic, we were able to reduce our room block from 850 rooms to 717 rooms. In addition, we were able to modify our guestroom performance clause, thus making the Society's room commitment 502 rooms.

On July 13, our room pickup was 694 rooms (97% pickup of revised contracted block total). The Society will receive 17 complimentary room nights. As long as we exceed 70% of our 717-room block (502 rooms) and reach our \$40,000 food and beverage minimum, the Society will not be charged meeting room rental.

XII. MOBILE APP

Based on the Board's decision to no longer print programs, it was essential to provide a mobile app that was easy to use. Given our positive experience with Pathable for our 2021 virtual annual meeting, we signed with them for our mobile app needs. IT Specialist Rachel Cogburn has worked tirelessly to customize the mobile app to assure its ease of use.

XIII. OPTIONAL ONE-DAY WORKSHOP

On Monday, August 8, one workshop will take place.

Community-Based Participatory Action Research Workshop

(Sponsored by the Community Research and Development Division)

8:45am–4:30pm

9 registrants paid \$75 and 16 registrants paid \$25 (Total 25 registrants paid: \$1,075)

Professional Development for Early Career Scholars Workshop – Cancelled on 4/27

(Sponsored by the Environment and Technology Division)

XIV. OPTIONAL WALKING TOURS

SSSP is offering two walking tours. Both tours are wheelchair accessible. Tour tickets cost \$30 each.

Downtown Los Angeles Architecture Tour

Friday, August 5, 10:00am–1:00pm

Limit 20 people; 10 tickets sold

Old and New Downtown Los Angeles Tour

Saturday, August 6, 1:00pm–4:00pm

Limit 20 people; 7 tickets sold

XV. REGISTRATION REMINDERS

The Board approved a policy that program participants will be dropped from the Annual Meeting program if they do not register by June 1. The Board also requested 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 Jackie Krasas sent an e-mail urging program participants to register. Prior to removing those who didn't register, I sent a targeted e-mail reminder and a personalized e-mail to the paper author(s) and the session organizer(s). A total of 20 program participants were removed for failure to register despite multiple reminders.

XVI. REGISTRATION WORKERS

Nine graduate student members will work at the registration desk. In exchange for working 12 hours, seven will receive a complimentary shared hotel room for the nights of August 4-6. The other two students live nearby and will be paid \$18 per hour.

XVII. ROOMMATE MATCHING SERVICE

Seventeen 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.

The following verbiage was included in our communication to them: “While we are more than happy to help you find someone with whom to share the cost of a room, we need to emphasize that the Society has not vetted those who are interested in sharing a room and, therefore, is not in the position to recommend someone. Consequently, members are advised to conduct their own vetting. Furthermore, please note that the [liability waiver](#) to which you must agree in order to register for the annual meeting applies in this instance as well.”

XVIII. SPONSORS

A special thanks to our sponsors for their contributions to program activities: Bristol University Press | Home of Policy Press, Ewing Marion Kauffman Foundation, and Oxford University Press.

XIX. CLOSING COMMENTS

As a result of the pandemic, I worked with Mark J. Schwabenbauer, Associate Director of Sales, to amend our hotel contract (reduce our room block, reduce our food and beverage minimum, and modify our guestroom performance clause). Mr. Schwabenbauer was extremely professional and very appreciative that the Society is holding its conference at the Omni Los Angeles Hotel at California Plaza.

I provided Elaine Morales, Conference Service Manager, 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. Ms. Morales was very knowledgeable and shared creative tips regarding menu selection and meeting room/reception set ups as well as COVID-19 protocol suggestions.

I was very fortunate to work with President Noreen M. Sugrue; Program Chair Jackie Krasas; Local Arrangements Chair Carlos Royal; Executive Officer Héctor L. Delgado; Assistant to the Administrative Officer Kelsey Whitaker; Information Technology Specialist Rachel Cogburn; and Graduate Research Associate and Webmaster Zaina Shams. I am grateful for their invaluable contributions. I can't say enough about their hard work and dedication to the Society.

I would be remiss if I didn't extend further thanks to Héctor for his faithful service, hard work and commitment, and numerous contributions to SSSP's success for the past thirteen years. Working with him has been an absolute pleasure. I am forever grateful to him for always treating me with respect, taking the time to listen to my ideas, encouraging me when I was overwhelmed, and always having my back. Héctor has taught me many things, but the one that I am most proud of is the ability to see the world through different lenses. While I will miss our regular conversations, I couldn't be happier for him. He now gets to spend more time with those he loves the most. I know that we will always be friends.

Finally, I would like to thank you, the Board of Directors, for giving me another opportunity to serve as meeting manager. It has been a privilege to work alongside you this year. On October 19, I will celebrate my 30-year anniversary with SSSP. I have been blessed to serve the organization under the guidance of many outstanding leaders.