

2022–2023 BOARD OF DIRECTORS ZOOM MEETING AGENDA
MONDAY, FEBRUARY 6, 2023
1:00 PM–3:00 PM (EST)

ITEM #1 – CALL TO ORDER AND WELCOME

President Shirley A. Jackson called the meeting to order at 1:04 pm.

ITEM #2 – INTRODUCTIONS/ROLL CALL

Members Present:

Shirley A. Jackson, President
Mary Bernstein, President-Elect
Stephani Williams, Vice-President
Anthony A. Peguero, Vice-President Elect
Glenn W. Muschert, Secretary
Heather E. Dillaway, Treasurer
Ebonie Cunningham Stringer, Board Member
Lauren Eastwood, Board Member
Barbara Katz Rothman, Board Member
Cameron T. Whitley, Board Member
Shiv Issar, Board Member, Student Representative
Giovanna Follo, Chairperson, Council of the Divisions
Elroi J. Windsor, Executive Officer
Michele Koontz, Administrative Officer and Meeting Manager

ITEM #3 – ADOPTION OF THE AGENDA

The Board adopted the agenda as presented.

ITEM #4 – REPORT FROM THE PRESIDENT

President Shirley A. Jackson thanked the Program Committee for the 2023 Annual Meeting and welcomed the new Executive Officer to their first Board meeting.

ITEM #5 – REPORT FROM THE EXECUTIVE OFFICER

Executive Officer (EO) Elroi J. Windsor reported on their transition to learning about the roles and responsibilities of the position. The EO is still in the onboarding process and has begun using a time-tracker app to get an accurate image of the time requirements for the position. The overall theme is learning and listening to learn about the position. In part, the learning process includes reading various manuals, contracts, and other documents related to the Society. They have begun making connections with EOs of similar associations. In addition, the EO has engaged various members. A first step will be to meet with division chairs to get a more grassroots sense of member concerns. In addition, an ongoing initiative will be to learn more about the membership and their needs. A conversation ensued among Board members.

ACTION: The Board approved posting minutes of all Board of Directors meetings and results of digital/online votes on the Society's website within one month of a Board meeting.

ITEM #6 – ANNUAL MEETING UPDATES

EO Elroi J. Windsor and Administrative Officer/Meeting Manager (AO/MM) Michele Koontz

SUB-ITEM A – UPDATE ON THE 2023 ANNUAL MEETING, INCLUDING HOTEL CONTRACT REVISIONS

AO/MM Michele Koontz reported on negotiations with the hotel for the 2023 annual meeting in Philadelphia, including changes to the hotel contract. There are 423 papers submitted thus far, down 8% from last year. Since the previous meeting in Philadelphia in 2018, there has been a tangible reduction, which included 780 papers. The AO is making efforts to increase the number of papers for the 2023 meetings.

SUB-ITEM B - DISCUSS THE SSSP PROPOSED COVID-19 RELATED POLICY AND LIABILITY WAIVER

EO Elroi J. Windsor and AO/MM Michele Koontz clarified the proposal for the COVID-19 Policy for the 2023 annual meeting and explained its logic. In addition, the AO/MM described the proposed liability waiver for the 2023 annual meeting.

ACTION: The Board approved the COVID-19 Related Policy and Liability Waiver* for the 2023 annual meetings.

*** Please see Addendum 2.**

SUB-ITEM C – DISCUSS WHEN TO SCHEDULE SUMMER MEETINGS THAT NORMALLY TAKE PLACE AT THE IN-PERSON ANNUAL MEETING

AO/MM Michele Koontz asked the Board their preference for when to hold summer meetings, usually held at the annual meetings. President Shirley A. Jackson requested the two 2022-2023 Board meetings be held via Zoom before the 2023 annual meeting. President-Elect Mary Bernstein asked for an in-person meeting in Philadelphia during the annual meeting.

ACTION: The Board approved the remaining two meetings for the 2022-2023 Board will take place during the week of July 17-21, 2023 (for a 5-hour session) and during the week of July 24-28, 2023 (for a 2-hour meeting), precise dates TBD.

ACTION: The Board approved the first meeting of the 2023-2024 Board will take place in person on Sunday, August 20, 2023, from 8:00 am–12:00 pm in Philadelphia.

ITEM #7 – OLD BUSINESS

SUB-ITEM A – UPDATE ON THE SCHOLARS STRATEGY NETWORK (SSN) POLICY BRIEF WRITING WORKSHOP AND THE OP-ED WRITING WORKSHOPS

AO/MM Michele Koontz clarified the development of the SSN Policy Brief Writing Workshop and the Op-Ed Writing Workshop. These are member benefits intended to engage existing members and encourage new registration.

SUB-ITEM B – DISCUSSION ON MEMBERSHIP STRATEGIES

EO Elroi J. Windsor reported on a preliminary study of membership trends in SSSP compared to similar academic associations. Discussion ensued. A potentially promising strategy would be to highlight synergies with similar and adjacent professional/academic associations or to implement an improved mentoring program to attract and retain members.

SUB-SUB-ITEM B.1 - UPDATE ON MEMBERSHIP

AO/MM Michele Koontz reported on updated member enrollment, including 1413 current (2022+) members, compared with 1750 a year ago. This is a decline of 24%.

ITEM #8 – NEW BUSINESS

There was no new business.

ITEM #9 – SCHEDULE AND REQUEST ITEMS FOR THE NEXT ZOOM BOARD MEETING

President Shirley A. Jackson encouraged Board members to submit items for discussion during the next Board meeting. The next Board meeting will take place in mid-April.

ITEM #10 – ADJOURNMENT OF THE 2022-2023 BOARD

There being no further business, President Shirley A. Jackson adjourned the meeting at 3:02 pm.

ADDENDUM #1 – RECORD OF BOARD ACTIONS CONDUCTED VIA EMAIL SINCE THE 2022 ANNUAL MEETING

ACTION: 8/31/22 – The Board Approved the Business Meeting Minutes 8-5-22 and the Board of Directors Meeting Minutes 8-7-22.

ACTION: 9/07/22 – The Board did not approve the Ad Hoc SSSP Meeting Location and Format Committee’s composition. According to bylaws (Article V, Section 3), at least nine affirmative votes are necessary to take action. The votes in favor fell below the needed threshold.

ACTION: 9/19/22 – The Board approved the Ad Hoc SSSP Meeting Location and Format Committee composition.

ACTION: 9/28/22 – The Board confirmed that Dr. Barbara Katz Rothman has been elected to chair the Ad Hoc SSSP Meeting Location and Format Committee.

ACTION: 9/30/22 – The Board approved Kelley J. Sittner as Louis Edgar Esparza's replacement on the Editorial and Publications Committee for the 2022-2023 term.

ACTION: 10/06/22 – The Board approved slight modifications to the Publisher Contract Renewal Rebidding Procedure in the Operations Manual.

ACTION: 10/09/22 – The Board approved the composition of the Justice 21 Committee.

Kristen M. Budd: 2022-2024 (Chair, as selected by the Justice 21 Committee members)
Glenn W. Muschert: 2022-2024 (outgoing chair)
Heather E. Dillaway: 2022-2026
David C. Lane: 2022-2026
Manjusha Nair: 2022-2026
Jason A. Smith: 2022-2026

ACTION: 10/21/22 – The Board tabled the discussion of the Transnational Initiatives Committee (TIC)/Transnational Virtual Initiatives Committee (TVIC) joint report until the Ad Hoc SSSP Meeting Location and Format Committee does its work. Afterward, the Board will meet to discuss the report and the Ad Hoc committee's findings.

ACTION: 11/08/22 – The Board approved the proposed changes to the Lee Student Support Fund allocation. The highlighted verbiage will be added to the “Location” point system.

Location: 3 for Pacific U.S., 2 for Mountain U.S., 1 for Central U.S., 0 for Eastern U.S., 4 for Canada, 5 for Other International Students (point system is relative to the location of the meeting each year)

ACTION: 11/08/22 – The Board approved the Executive Officer Position/Interview Process.

ACTION: 11/19/22 – The Board approved the revised composition for the Ad Hoc SSSP Meeting Location and Format Committee:

Committee Members (no more than 8 voting members)

- Barbara Katz Rothman, Chair
- Mary Bernstein
- Kristen M. Budd
- Heather E. Dillaway
- Shiv Issar
- David J. Luke
- Janelle M. Pham
- Diana Therese Montejo Veloso

Advisory Members (non-voting)

- Susan M. Carlson, Interim Executive Officer
- Rachel Cogburn, IT Specialist
- Michele Koontz, Administrative Officer & Meeting Manager

ACTION: 12/22/22 – The Board authorized the hiring of the New Executive Officer, including the BFA Committee's Recommendation regarding the budget for the position.

ACTION: 12/30/22 – The Board authorized the hiring of the New Executive Officer with their proposed budget, as submitted in their application.

ACTION: 1/03/23 – The Board approved Le Centre Sheraton Montréal Hotel as the conference site for the 2024 Annual Meeting.

ACTION: 1/11/23 – The Board approved Noreen M. Sugrue as Heather M. Dalmage's replacement on the Nominations Committee for the 2022-2023 term.

ACTION: 1/12/23 – The Board approved extending the Call for Papers submission deadline and the Student Paper Competitions deadline to 11:59 p.m. Eastern Time on 1/31/23.

ACTION: 1/19/23 – The Board approved the By-Laws Committee's proposed by-laws amendment with rationale for the membership to consider in the 2023 General Election. The proposed amendment to Article VI. Section 1(B). Divisions will appear on the general election ballot for the membership to vote on from February 15-March 15, 2023.

ACTION: 1/20/23 – The Board approved permanently changing the Call for Papers submission deadline from 1/15 to 1/31 for future annual meetings.

ACTION: 1/30/23 – The Board approved Kasey Henricks as Kelley J. Sittner's replacement on the Editorial and Publications Committee for the 2022-2023 term.

ADDENDUM #2 – COVID-19 RELATED POLICY AND LIABILITY WAIVER

2023 SSSP COVID-19 Related Policy

All SSSP Annual Meeting attendees will be required to follow any COVID 19-related protocols mandated by local authorities at the time of the meeting. SSSP strongly recommends that attendees receive COVID-19 vaccination in advance of participation and use masks while we are together in Philadelphia. As you navigate the meeting space, please do your best to help protect all of our colleagues. SSSP may choose to enact stricter protocols should they be warranted by public health circumstances closer to the meeting time.

SSSP will offer the opportunity for remote presentation, with paid registration, for people who have a disability and people who have a medical condition for which a medical professional would advise against in-person attendance. SSSP is optimistic that all remote presentation requests can be accommodated, but depending on demand and available Wi-Fi bandwidth, remote presenters should be aware that the Wi-Fi could potentially fail to support the presentation. Therefore, registrants are asked to only request remote presentation if truly necessary to increase the chances that sufficient bandwidth will be available to those who need it. A request for remote presentation must be made by August 1, 2023. To request remote presentation, contact Michele Koontz, Administrative Officer & Meeting Manager, mkoontz3@utk.edu.

2023 SSSP Liability Waiver

By registering for the Annual Meeting, I freely and voluntarily agree and acknowledge that I am undertaking participation in the Society for the Study of Social Problems (SSSP) events and activities as my own free and intentional act and I am fully aware that possible physical injury, exposure or infection with an infectious disease, including, but not limited to, COVID-19 (or its variants), might occur to me as a result of my actions or those of other attendees or participants including the Event Venue's employees and the SSSP's officers, directors, staff, or agents. I do hereby assume responsibility for my own well-being. I also agree not to allow any other individual to participate in my place. An inherent risk of exposure to COVID-19 or other infectious disease exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and Prevention (CDC), senior citizens and individuals with underlying medical conditions are especially vulnerable. I hereby release, for myself, my heirs, and personal representatives, and do forever discharge, indemnify and hold harmless the SSSP, its directors, officers, staff, agents, members, and representatives, from any and all claims, liabilities, actions, damages, costs or expenses of any kind arising out of, in connection with, or relating to my attending or participating in the Annual Meeting including, without limitation, any illness, damages, or injury resulting from my travel to and from, and attendance at, the Annual Meeting, participation in events related to the Annual Meeting, exposure to an infectious disease (including COVID-19) or the manner in which the Annual Meeting or its related events and activities are conducted (collectively, "Claims"). I understand and agree that this Waiver includes any Claims based on the actions, errors, omissions, or negligence of the SSSP, its directors, officers, staff, agents, members, and representatives.

I further agree to abide by all laws, rules, regulations, and standards in effect during the meeting, including any safety requirements imposed by the Event Venue and the SSSP that may be deemed necessary to protect public health and safety (collectively, "Guidance"). I understand that the Guidance may continue to evolve over time. By registering, I attest that I have read this waiver, understand that I am waiving important rights, and agree to abide by its requirements.

Minutes respectfully submitted by Glenn W. Muschert, SSSP Secretary.