

# COMBINED MINUTES OF THE WEDNESDAY AND SATURDAY MEETINGS SPRING 2019

## Minutes of WSSA Executive Council Meeting Wednesday, April 24, 2019 8:00am – 4:00 pm

**Present:** Christopher Brown, President; Debra Andrist, President-Elect/Program Chair; Barbara Bonneken, Immediate Past President; Diane Calloway-Graham, Vice-President/Secretary; Moises Diaz (2016-19); Mark Melichar (2016-19); William Schaniel (2016-19)/Student Grant & Awards Coordinator; Karen Jarratt-Snider (2017-20); Jesus Ruiz Flores (2017-20); Jessica Clark (2018-21); Monica Gallamore (2018-21); Stephen Mumme (2018-21); Larry Gould, Executive Director; Kate Herke, Communications Director; Krista Minnotte, Journal Co-Editor

**Not Present:** Chelsea Schelly, *Journal Book Review Editor (not required)*; Daphne Pedersen, *Journal Co-Editor (not required)*

**Non-Council Staff Present:** Dianne Berry

### Announcements:

### Reminders/Statements without discussion

- Herke reminded the Council that she does not work on a specific schedule, so may not answer emails on a daily basis. For matters seriously and immediately affecting the whole Association, she can be reached by phone by any officer; other members may text her after 12 hours for time-sensitive matters, or after 48 hours for other matters.
- Gould reminded the Council that
  - for attendees from restricted countries, all letters that will be used for visa purposes are legally required to come from him
  - WSSA does not send letters of invitation to individuals, only the general Call for Papers. Section Coordinators may send invitations to propose a paper/panel/roundtable, but must be careful that the letters do not imply that the person will be accepted or funded.
  - letters of acceptance (*as opposed to automated responses from submission system*) for attendees from non-restricted countries may be sent by Section Coordinators, but must only be sent after the paper is accepted AND after the attendee has paid the registration fee.

### Decisions:

- Agenda approved. *Moved by Mumme, seconded by Jarratt-Snider, motion passed by unanimous voice vote.*
- In future, to minimize expanding costs, only one formal **honorable mention** award will be allowed for each student competition. Gould will make the plaques for the paper competitions. *Decision by consensus.*

- **Travel grants** will not exceed the \$5,000 budget, and will be divided among 10 students, using input from Coordinators for the appropriate sections. *Moved by Jarratt-Snider, seconded by Sabharwal, motion passed by unanimous voice vote.*
- **Local participant waivers** will be eliminated, since there has been little return on investment. *Moved by Andrist, seconded by Jarratt-Snider, motion passed by unanimous voice vote*
- The Program Editor will create and manage the conference **mobile program app**, and will have it available online by no later than one week before the conference. *Decision by consensus.*
- A committee comprised of Brown, Andrist, Schaniel, Sabharwal, and Gallamore will consider possible future **options for the Social Science Journal**. *Decision by consensus.*
- A **Section Coordinator Oversight Committee**, comprised of Andrist, Brown, Bonnekessen, and Michelle Companion will identify the biggest sections, determine how they have functioned, and follow-up with support for the coordinators. *Moved by Andrist, seconded by Diaz, motion passed unanimously by voice vote.*
- A new **Handbook committee**, comprised of Andrist, Brown, Bonnekessen, Fox, and Clark, will work with the Section Coordinator Oversight Committee to develop several options for ensuring that Section Coordinators are aware of all of their responsibilities and functions. *Moved by Andrist, seconded by Diaz, motion passed unanimously by voice vote.*
- **Deadlines for the Conference Program** will be:
  - December 1: submission site closes.
  - December 15: Coordinators send section program to Program Editor.
  - January 25: Program Coordinator sends first draft to Section Coordinators, and to be posted on website.
  - February 1: Section Coordinators send changes to Program Editor.
  - February 10: second draft sent to Coordinators and posted on website.
  - February 15: Coordinators send final changes to Program Editor
    - **Failure to meet this deadline will result in that section's schedule being absent from the printed program.**
  - One month prior to conference: final printer-version posted on website
  - One week prior to conference: mobile app available on line
  - One week after conference: final official program, with all no-show and un-registered presenters deleted, posted on website.
  - Two weeks after conference: abstract document, with all no-show and un-registered presenters deleted, posted on website.*Moved by Bonnekessen, seconded by Andrist, motion passed by unanimous voice vote..*
- In future, the mandatory **Section Coordinator meeting** will take place Thursday night at 6:00 pm, with a reception. Business Meeting remains on Friday at 5:30 pm. *Moved by Andrist, seconded by Schaniel, motion passed by unanimous voice vote.*
- In future, the list of **scheduled presenters who did not register** (and were not comped) will be concluded at 2:00 pm and given same-day to the Program Editor for removal from the final program. *Moved by Schaniel, seconded by Bonnekessen, motion passed by unanimous voice vote.*

- An exploratory committee comprised of Andrist, Gould, Bonnekessen, Mumme, Schaniel, and Gallamore will research **possible name changes for WSSA** and report to the Council's Spring 2020 meeting. Logo changes will not be considered until a decision has been made on the possible name change. *Moved by Bonnekessen, seconded by Andrist, motion passed by unanimous voice vote.*

## **Reports:**

- **Registration and attendance numbers** – Herke and Gould
  - This year's early registration was discounted, early registrants were entered in a drawing for a prize, and fees were raised for on-site registration. This gave WSSA the needed available funds to pay early expenses, and is expected to decrease the number of on-site registrants.
  - Registration count to date is at 726, including guests and some comped attendees, highest since 2008. It is expected to increase with on-site registration.
  - All 2019 registration changes went well.
- **Financial report and related issues** – Gould
  - The cost of this year's printed conference program was only \$6,000, compared to last year's \$8,000 because the new requirement, that registrants only get printed copies if they ask for them, allowed us to print fewer copies.
  - To reduce transportation costs, Gould rented a U-Haul to bring conference equipment, instead of being reimbursed for the use of his own vehicle.
  - Hotel costs totaled \$110,678.85, so far, including food, audiovisual, etc. Gould suggested that the Association breakfast be eliminated to reduce expenses.
  - Editorship, manager stipend, and travel for the *Journal* totaled \$29,504.70 for this past year. A major portion of the increase is due to having two editors instead of one, with each paid more than the amount budgeted for the one editor in previous years. This will probably continue, since journal editorship is no longer considered much of an asset to a university.
  - Conference awards totaled \$18,235.00 this year, including both the payments and the cost of the award items.
  - So far, this year's total conference costs are \$267,168.10. In the future conference fees need to pay for the conference, to eliminate dependence on income from the *Journal*. An across-the-board conference fee raise of \$10 may be sufficient, in addition to the already mandated additional fee for on-site registration.
  - We are currently exploring expanding locations to the U.S. east coast and U.S. south areas. Some options are Orlando, Atlanta, Alexandria (VA), Charlotte, Memphis, Nashville. We are also considering what locations might attract more international participants.
- **Conference process improvements needed** - Gould
  - Estimate of rooms needed as early as possible
  - Timelines for section paper/panel/roundtable changes
  - Timelines for section special needs and requests for comped registrations, etc.
  - Shared clear acknowledgement that timelines must be met;
  - Enhanced coordination on special events, like invitation-only receptions, movies, brown-bag sessions, etc.;

- Early and transparent communication between sections and the Executive Director regarding such changes.

## **Discussions:**

- Concerns were expressed about the apparent ignorance, of some Section Coordinators, regarding their **Handbook**, especially the submissions process and communication with submitters, and about low attendance at the mandatory **Section Coordinators meeting**. Suggestions included
  - have Section Coordinators sign off that they have received and read their Handbook
  - move Coordinator meeting to Thursday nights and have a reception in conjunction with the meeting, to increase attendance, which will improve communication.
  - suggest that some sections to hire Diane Berry to help them coordinate their individual section programs.
  - having coordinators make a group e-mail list of submitters and periodically send out a list of all the papers accepted
  - create a YouTube version of the Section Coordinator Handbook
  - have a committee to develop options for raising coordinator awareness of, and attention to, their processes, responsibilities and functions
- The number of refunded registrations for award winners and travel grantees, and the cost of award plaques for winners, have both risen substantially, so the **cost of awards** has risen even though the award amounts have not changed. Allowing only one “honorable mention” per student award and only one student per travel grant will reduce the refunds, and Gould volunteered to make plaques for winners at no charge. Karen Jarratt-Snyder joined the current committee student paper award committee.
- Given that almost none of the students given **Local Participation Waivers** returned to subsequent conferences, and that fewer than half of the students given **Travel Grants** returned, it was suggested that the waivers and the grants be eliminated. Further discussion concluded that the waivers should be eliminated, but process for the grants should just be changed to include input from the appropriate section coordinators, thus selecting students with the best promise of future scholarship and most likelihood of continuing with WSSA. The budget and number of grants was reviewed, concluding that the original format should continue.
- Observations during **location** discussion included that Atlanta was difficult for navigation and often extremely hot, and Alexandria would be near excellent sight-seeing but is already home to huge conferences.
- Future **options for the Journal** need to be explored; a committee should be formed to consider options and report at the next meeting.
- Recent discussions of **WSSA image/identity** were revisited. Should we explain that the “Western” in the name only refers to location of meetings, or should we change our name to better reflect the broader areas of study and more international attendance of our 21<sup>st</sup> century organization. Possibly we should update our logo, even if we don’t change our name. A popular suggestion was to change the name to something that would still have the WSSA acronym. We should include the affiliate and associate organizations, and possibly the long-term coordinators of the other large sections, in the discussion.

### Action Assignments:

- **Brown, Andrist, Schaniel, Sabharwal, and Gallamore** will act as a committee to consider possible future options for the *Social Science Journal.*, and present those options at the next meeting.
- **Herke** will create the means for Coordinators to sign off on their Handbooks
- **Herke** will consider making an FAQ for registrants
- **Herke** will have arrange for the auto-replies to paper/panel/roundtable submissions to include information about consequences of no-shows and failure to register, as well as refund and AV information and notification of badge requirement.
- **Gould** will make wooden plaques for the student competition winners, at no cost, to eliminate the expense of commercially made plaques.
- **The Section Coordinator Oversight Committee**, in conjunction with the **Handbook Committee**, will develop options to increase Coordinator awareness of processes, responsibilities, and functions.
- **Herke** will remove the Local Participation Waivers from the website and any documents currently in use.
- **Schaniel** will work out the procedure for including Coordinator input in the Travel grant process.
- **Herke** will change meeting time/date on all mentions of mandatory Section Coordinators meeting.
- **Andrist, Gould, Bonneken, Mumme, Schaniel, and Gallamore** report the results of their research on a possible WSSA name change at to the Council's Spring 2020 meeting.

### Newsletter Assignments:

- Herke instructed all the Council members, except those exempt from Fall and/or Winter assignments, to send her an e-mail prior to the Saturday meeting describing ideas for their articles for the Fall and Winter issues of the *WSSA News*.

Sabharwal moved to adjourn until the Saturday, April 27, 2019 meeting, seconded by Gallamore. Meeting dismissed at 4:00 pm.

Attachments

Financial reports

List of restricted countries

## Minutes of WSSA Executive Council Meeting

Saturday, April 27, 2019

8:00am – 12:00 pm

**Present:** Christopher Brown, President; Debra Andrist, President-Elect/Program Chair; Barbara Bonnekessen, Immediate Past President; Diane Calloway-Graham, Vice-President/Secretary; Moises Diaz, (2016-19); Mark Melichar, (2016-19); William Schaniel, (2016-19)/Student Grant & Awards Coordinator; Karen Jarratt-Snider, (2017-20); Jesus Ruiz Flores, (2017-20); Jessica Clark, (2018-21); Monica Gallamore, (2018-21); Stephen Mumme, (2018-21); Larry Gould, Executive Director; Kate Herke, Communications Director; Krista Minnotte, Journal Editor

**Not Present:** Meghna Sabharwal, (2017-2020); Chelsea Schelly, *Journal* Book Review Editor (*not required*); Daphne Pedersen, *Journal* Co-Editor (*not required*)

**Non-Council Staff Present:** Dianne Berry

**New Members for Upcoming Year Present:** Mary Jo Tippeconnic Fox, incoming President-Elect/Program Coordinator; Bill Pederson, (2019-2022); Chris Erickson, (2019-2022)

### Announcements:

- Three members are leaving the Board as their term expires: Moises Diaz, Mark Melichar, and William Schaniel. The Council expressed appreciation for all for their work during their terms.
- Brown welcomed two incoming Board members, William Pedersen and Chris Erickson.
- William Schaniel will be returning to the Council as an Ex-Officio member, continuing his service as Student Grant & Award Coordinator.
- Jesus Ruiz Flores was thanked for his wonderful work in Latin American Studies.
- Reminder that all web presence issues/suggestions go through/to Kate Herke.
- Four publishers have agreed to look at the possibility of submitting bids to take over publication of the *Social Science Journal*.
- The Women and Gender Studies section has increased the number of sessions through cross-listings. Native American Studies has also increased cross-listings.

### Decisions:

- The Council supports President-Elect Andrist's offer of a scholarship, the "**Bill L. and Gerre D. Andrist Prize for Best Paper/Presentation on Women**". *Moved by Mumme, seconded by Diaz. Motion passed unanimously by voice vote.*
- A new conference section, "**Middle East and North Africa**", will join the conference. *Moved by Bonnekessen, seconded by Mumme, motion passed unanimously by voice vote.*
- WSSA will **reduce the cost of the Fall meeting** by only paying room and board for the advance team (Immediate Past-President, President, President-Elect, and Vice-President/Secretary) and the Executive and Communications Directors, all of whom are required to attend in person. All other Council members may either attend the meeting virtually, or pay their own way if attending in person.

- Those attending virtually must attend the entire meeting. In-person attendance stands, for the Spring meeting, for those who are required to be at the meetings. *Moved by Erickson, seconded by Mumme, motion passed unanimously by voice vote.*
- In future, **morning coffee breaks** will begin at 7:30 am and will be refreshed at 9:30 am. Morning break set-up will be removed at 10:30 am. *Moved by Andrist, seconded by Mumme, passed by unanimous voice vote.*
  - Despite the high cost, the **conference breakfast** is considered important to the function of the conference and will continue to be a part of it. *Decision by consensus.*
  - The **deadline for selection of the Outstanding Emerging Scholars** will remain November 1<sup>st</sup>. Decisions will be immediately sent to the full Council, and brief descriptions of the Scholars will be published in the *WSSA News* Winter issue. *Moved by Bonnekessen, seconded by Erickson, motion passed, 11 ayes, 3 no.*
  - Gould will send the wording of our requirements for **who can be in the conference space** for legal review. *Moved by Bonnekessen, seconded by Clark, motion passed by unanimous voice vote.*
  - Conference **fees will increase** by \$10 for all categories. *Moved by Jarrett-Snider, seconded by Gallamore, motion passed unanimously by voice vote*
  - Discussion of current conferences trend of **charging extra for those not staying** at the designated hotels tabled until next meeting. *Decision by consensus*
  - **Starting time for conference sessions** will remain at 8:00am. *Decision by consensus.*
  - In future, the Program Editor will have the **final version of the conference program** completed within a week after the conference, and the Communications Director will post it immediately upon receipt. *Decision by consensus.*
  - The Program Editor will remain at the conference hotel for several days **following the conference, to update the program** and create the abstract document.

## Reports:

- **Editor's Report** - Minnotte
  - Recognized Stephanie Witt for a smooth transition of the *Journal* editorship.
  - Growing numbers of submissions are being processed. There are certain times of the year when this spikes.
  - Processing time for most manuscripts has been reduced.
  - The Editors are trying to increase impact factors.
  - Manuscripts are reviewed from a broad perspective.
  - Editorial board increase from 15 to 30 members. The Editors welcome names and ideas for the editorial board. Scholars are also needed as reviewers for social media and social capital papers.
  - The Editors suggested changing the WSSA website description of the *Journal*, making it more simple and general. Herke has already removed references to natural sciences.
- **Search for new *Journal* publisher** - Gould

- Four publishers agreed to look at the *Journal*, including Sage, Routledge, Wiley, and Cambridge.
- Sage and Wiley pulled out due to reluctance to take over anything from Elsevier.
- Elsevier will not continue publishing the *Journal*, and they will not provide the prospective publishers with relevant information.
- We are not sure what the final proposal of Routledge will be but it seems likely that we have a good chance of making a deal with them.

### **Discussions:**

- The possibility of creating a new **section, on LGBTQ** matters, suggested by Gallamore, was considered. There were no dissenting comments, feedback was positive, and a committee was formed to explore the idea.
- Gamze Cavdar, Associate Professor, Colorado State University, presented a proposal for a new section on Middle East and North Africa (**MENA**). General feedback from the Council indicated that they believed the new section was a good fit, and that there is good potential for cross-listing. Proposal approved.
- Following the *Journal* report, **suggestions to its Editor** were made: broader range of social science representation and encourage more narrative and qualitative types of submissions. Minnotte pointed out that they already publish qualitative work, which is well received; they screen papers based on quality, not type; and she has seen no pattern in the way that different topics and types of papers are submitted. Possibility of special issues was discussed.
- Gould requested ideas for ways to **reduce costs of the Fall meeting**. Suggestions included eliminating the Fall meeting; meeting only digitally; or reducing the number of Council members required to attend. Best option was agreed to be that only those who are required to attend have room & board paid by WSSA, all other members would attend by web instead; members may choose to attend, but must pay their own way.
- Herke pointed out that by definition an **Operations Manual is not the same as By-Laws**. The Council agreed and it was suggested that Herke tease out what needs to be in the Operations Manual and what needs to be in the By-Laws, and present the results prior to the Fall meeting so that everyone has a chance to review them before the meeting.
- Andrist offered to create and fund a new competitive award, named after her deceased parents and entitled the **Bill L. and Gerre D. Andrist Prize** for the Best Paper/Presentation on Women, initial award to be at the 2020 conference. Award winner to be chosen by a three-Council-member independent-from-donor committee, which will notify the winner and also suggest submission to the *Journal*. It would be required that the paper be accepted by a section to be eligible, and presented at the conference to receive the prize. Council enthusiastically accepted, and thanked Andrist for her very generous offer.
- Herke suggested that the criteria for **naming Emerging Scholars** might need to be clarified and asked if the names needed to be announced in the Fall newsletter, in which case the deadline for names should be moved up. Consensus of Council agreed with Bonnekessen's judgement that the announcement could wait until the Winter newsletter, and that criteria did not need to be made more precise at this time.



- Gould remarked on the fact that requests for **Certificates of Attendance/Presentation** are still often sent to WSSA officers and directors, and reminded the Council that such certificates can only legally be issued by persons who have actually seen a presenter's official identification and/or seen the presentation. Certificates are provided to the all Section Coordinators, which both reduces the workload and meets the needs of the members.
- **Gould** urged the Council to start thinking about the Executive Director's job description, about the EC's relationship to the Communications director's functions, and other important considerations related to his **impending retirement**. He stated that he is good for another couple of years but probably not much longer, and that the Council needs to start working right away to ensure that his retirement is not a sudden transition. He mentioned that hiring a business manager might be one solution, but that such a person would need to have some already-demonstrated commitment to the Association.
- **Conference Issues, general**
  - The **badges-must-be-worn** policy needs to be strictly adhered to by the Section Coordinators. Since there are liability issues surrounding this, Council members need to monitor this.
  - Ideas were proposed for reducing the ongoing problem of **presenters who don't register**. One partial solution was agreed to be posting the policy prominently in the first draft of the program on the web, and ensuring that all auto-responses in the submission system include information on the "no-show=no listing in program" and the "no-registration=no listing in program" policies.
  - There have been only a few recent **disruptions** during the conferences, but they diminish the WSSA image. Options were discussed, and making clear, officially, exactly **who may be inside WSSA space** was determined to be a useful step, using language approved by WSSA's lawyers.
  - **Morning coffee breaks**: Gould noted that eliminating morning breaks would allow catering budget to add more food to receptions and breakfast. Importance of morning break to members' networking and collegial interaction was agreed. Timing of break debated, as regards both highest volume of use and the possibility that the space might be needed for other uses. It was decided that morning coffee will begin at 7:30 am, be refreshed at 9:30 am, and be removed at 10:30 am
  - Bonnekesen brought up the possibly excessive cost of the **conference breakfast**. Members agreed that the expense was justified by the popularity of the event, the fact that members appreciate it, that it is exceptionally useful in maintaining interaction between fields, and that it is the best way to support the food bank fund raisers and the Poster Competition.
  - In pursuit of our goal of making the conference independent of support from *Journal* funds, **raising conference fees** again was debated. An across-the-board increase of \$10 was decided upon, in addition to the already-scheduled increase in the additional on-site registration fee.
- **Conference Program**
  - It was suggested that, if people are "**no shows**", they be notified that they have been added to a No Show list, which will be available to all Section Coordinators. After two no shows, the Program Coordinator for the 3<sup>rd</sup> conference would strongly encourage them to consider other venues.

- **Failure of Section Coordinators to meet timelines** is causing significant problems for timely publication of program, and causing dissatisfaction among submitters who may not hear from their SC until very late in the process. Andrist and Fox will work together to solve challenges related to timelines and program drafts.
- The current **mobile program app** is not entirely what we want. Possible improvements were discussed. It was agreed that Fox, Herke, and Berry will discuss improvements.
- **Late posting of the final version of the programs** is causing problems for members and giving a poor image of the Association. Distractions at home give Berry difficulty in completing the necessary changes. If Berry is allowed to remain at the hotel for several days after the conference, she believes that she can have the final conference program completed in about week, for posting on the website. The Abstract document could be worked on at the same time and posted soon after.
- **Pending issues for 2020 conference.**
  - Some members continue to treat the **President's Reception** as a meal, instead of getting dinner elsewhere. One option is to move some of the money saved in other ways to adding more food to the receptions.
  - Gould suggested starting sessions at 7:30 am to give more time for events. The majority felt like we keep the **starting time** at 8:00 am.
  - Charging extra for those **not staying at the hotel** or the overflow hotel is a current trend. Mumme suggested that we have this as a future discussion.
  - It was suggested that the membership be polled regarding the **cross listing of papers** rather than panels. Consensus on the Council was that member feedback was not needed because it is highly impractical to cross-list separate papers.

### Action Assignments:

- **Fox, Herke, and Berry** will discuss updates/improvements for the mobile app for the conference.
- **Herke, Brown, Mumme, and Gallamore** will discuss future conference locations.
- **Council members** will make recommendations for reviewers to Krista and Daphne.
- **Herke** will have the auto-responses for the submissions process include information on the “no-show=no listing in program” and the “no-registration=no listing in program” policies.
- **Gould** will see that the hotel contracts are amended to allow the Program Editor to remain after the conference.
- **Berry** will ensure that the no show policy is shown prominently in the drafts of the program.
- A committee consisting of **Gallamore, Bonnekesen, and Gould** will explore the possibility of a new section on LGBTQ matters.
- **Herke** will separate what need to be in the Operations Manual from what should be in the bylaws and send the results to the Council prior to the Fall 2019 meeting.
- Once the wording for the “who can be in WSSA space” policy is approved, **Herke** will put it on the website.

- **Bonnekessen** will explore the possibility of combining the Anthropology section appropriately with the Sociology section.
- **Herke** will require all section coordinators to provide cell phone numbers so that they can be contacted at the conference.
- **Herke** will remind all section coordinators, several times prior to the conference, that certificates of attendance/presentation must be made by the coordinators, not any WSSA official.
- **Herke** will remind all section coordinators, several times during the submission period, of the requirements regarding letters of invitation.
- **Herke** will make the appropriate changes to fees on the registration site.

### **Newsletter Assignments:**

- **Deadline** for the Summer abstracts is June 11; for Summer articles is June 21; for Fall abstracts is August 1; for the Fall articles is August 11. Publication will take place about June 25 for Summer and August 26 for Fall. Authors are encouraged to submit their articles before the deadline.
- Authors will need to send abstracts, tentative title, and rough estimate of word-length about 10 days prior to the deadline for the articles themselves.
- Herke thanked **everyone for sending ideas for their own articles** for the Summer & Fall issues, following the Wednesday meeting; **approved** all of the suggestions made; and will send an email soon designating which issue will carry each suggested article.
- **Minnotte and D. Pedersen** assigned an article for the Fall Edition, that speaks to the timeline for the process of publishing in the *Journal*.
- **Bonnekessen** will write an article for the Fall issue, on her choice of topic.
- Authors must notify the Editor as soon as possible if they know they will be unable to meet deadlines. The *News* has been frequently missing publication dates due to waiting for overdue articles; that practice is going to be discontinued.

Moved by Jessica to conclude the Council meeting, seconded by Debra