

**Minutes of the
Executive Council Meeting of
Wednesday, April 11, 2007**

Present:

Richard Adkisson, Doreen Barrie, Jim Peach, Kant Patel, Dennis Catlin, Jack Hou, Gilbert Fowler, Mary Brentwood, Cynthia Klima, Jeff Conrntassel, Gary Linn, Leila Pratt, Larry Gould, Rich Greene, N. Prabha Unnithan, Diane Calloway-Graham

Absent:

Steve Pavlik

Welcome and Introduction:

Doreen Barrie called the meeting to order at 8:15 a.m. She welcomed everyone to Calgary and invited council members to introduce themselves.

Approval of Minutes of September 2006 Meeting:

The Executive Council approved the minutes of the meeting of September 16th 2006.

The Council agreed that Jack Hou will continue to serve on the Financial Affairs Committee. Leila agreed to replace Jim on the Financial Affairs Committee. Mary Brentwood will continue as a member of this committee.

President-Elect's Report:

Rick distributed a written report to the Council members and presented a brief oral report to the Council about the 2007 conference program in Calgary. He indicated that he was more lenient in accepting late proposals for paper presentation. He estimated that the number of proposals were down about 15 percent from the previous years. He also indicated that one of the problems he encountered was the lack of good tracking system for AV requests.

The highlights of Rick's written report were the following:

- The conference program was made up of 252 panels including 37 roundtables. There were 40 cross-listed panels resulting in an unduplicated total of 213 panels. A total of 734 individuals were listed in the program index.
- Rick also indicated that almost all of the work assembling the program was done by email. Mike Storch of the Omni press was great to work with.
- Rick indicated that he had updated the section coordinators handbook and passed along the updated version to Doreen Barrie and Phaedra Ponds.
- Section coordinators were wonderful to work with.
- Amy Cichos of the Calgary Hyatt and Ursula Zanstra of the Telus Event Center were very helpful and cooperative.

- Audio visual equipment requests continue to be a major expense for WSSA (About \$9,000).
- Thanks were due to Vicki Taggart of New Mexico State University for providing excellent assistance in the preparation of the program and other conference material.

Larry Gould suggested that the President-Elect's written report presented by Rick be formalized as the model to be followed in the future. Doreen agreed with Larry's suggestion.

Dennis Catlin indicated that he was surprised that he received very few proposals through the web site and most of the proposals he received came to him through emails.

Larry Gould raised the question of how to handle or deal with unresponsive section coordinators. Doreen also asked: "how do we get section coordinators to do what they need to do?"

Doreen emphasized the need for frequent communications with section coordinators. Diane indicated that we should continue to encourage section coordinators for the work they do.

Jim Peach expressed the view that most section coordinators do a good job.

Leila suggested that we should check with the section coordinators who have not done a good job to see if they want to continue to serve as section coordinator.

Gary Lynn suggested that we do not want to turn people away frustrated.

It was the consensus of the Council that overall the conference had done well for the first time hosting the conference out of USA.

Jack inquired if the drop-off in paper proposal was due to decreased participation among students due to cost considerations.

Rick stated that he did not have any hard numbers on the number of student participants but we made up for some of the overall drop by increased participation by our Canadian colleagues.

Garry added that having WSSA conference in Canada added international flavor to the conference.

Jim indicated that our Mexican colleagues were less interested in hosting conference on the border and suggested the Council consider hosting future WSSA conference in the interior of Mexico.

Larry stated that the hotel cost would be about the same.

Vice President's Report- Student Paper Competition:

Kant Patel gave a report on the student paper competition. He thanked Jack for his help in evaluating the papers submitted for the competition. Kant stated that the undergraduate student paper competition was disappointing. Only one paper was received for the competition and both Kant and Jack were in agreement that the paper was not worthy of the best paper award. After consultation with Doreen, Rick, and Jim, it was decided not to give the best paper award in the undergraduate category.

For the graduate paper competition, several excellent quality papers were received. Jeff Nowacki's paper, "A Race-Specific Examination of the Effects of the Tennessee v. Garner Decision," was selected for an honorable mention. Jeff Nowacki is a graduate student in the Department of Sociology at University of New Mexico. Robert Seamans' paper, "How do Laws Restricting City Ownership of Telecommunication Affect Cable Firm Behavior," was selected for the best paper award in the graduate category. Robert Seamans is a doctoral student in the department of Business and Public Policy in Hass School of Business at the University of California at Berkeley. Kant indicated that Robert Seamans was schedule to present his award winning paper in the Economics, Business, and Finance section at the conference.

The Council discussed the problem of not having sufficient number of entries in either graduate or undergraduate category for a meaningful competition and dropping the words "best paper" and substituting it with words "excellent paper".

Doreen suggested that the lack of sufficient number of entries for undergraduate paper competition could be cyclical. Diane suggested that we should advertise our paper competition with vice presidents for research at various universities. Jim suggested that we encourage section coordinators to recruit papers of the competition. Larry suggested that since the WSSA newsletter goes out only t members, we could perhaps advertise the paper competition more on WSSA web site.

The Council agreed to change the wording for the paper competition.

Rick moved and Leila seconded a motion to drop the current wording "If your paper on a social science topic is judged to be the best of the submissions for you class level, you win. Undergraduate and graduate papers are evaluated separately thus there is a winner for each level." in the flyer for paper competition and to substitute the new wording "Undergraduate and graduate papers are evaluated separately. Authors of excellent papers that are not chosen for the award are eligible to receive a certificate of honorable mention."

The motion was approved unanimously.

Executive Director's Report:

The Larry Gould presented his report which focused on membership, organizational finances, conference cost, newsletter changes, Denver conference, and formalization of the role of book review editor with reference to publishers' book exhibit.

Membership

- Student membership is difficult to track because students are very mobile and not easy to track.
- We are not doing well in attracting junior faculty and we are not replacing members who pass away.
- Membership is declining.
- Larry has asked Diane to help Kate and him in recruiting new members.
- Kate identifies potential members from various department web sites.

Jim inquired if Larry had any numbers about decline in membership. Larry indicated that our current membership is at about 475, down from about 550.

- Executive Council members and section coordinators could do more to recruit new members.
- We should try to find other smaller groups join our organization.
- We need about 735 attendees at our conference to cover the cost of catering and AV equipment.

Mary wondered if our name “Western Social Science Association” (regional implication) may have something to do with decline in membership. Dennis stated that some people think that we are a regional organization because of our name. Larry indicated that the issue of name change for the association was discussed in the past and rejected by the Executive Council. Jim argued that we should keep our current name but revisit this issue every 4-5 years. Larry suggested that perhaps we should consider changing our “tag line” – mission – to emphasize our broader mission.

Leila suggested that it would be useful to know membership by various disciplines. Jim indicated that section size often go up and down. Doreen suggested that we should use our 50th anniversary theme to recruit new members. Rick voiced the opinion that many other organizations are going through similar discussions and certain things may be beyond our control.

The Council agreed that Diane, Gary, Larry, and Kate will constitute the Recruitment Committee for the organization.

Budget and Financial Report

Larry indicated that the budget and financial report was not ready for presentation to the Council.

Conference Cost

- Larry indicated that we need to keep our conference and organizational costs separate. We are not doing well with organizational costs. We are paying costs of organizational

operations from revenue from conference. He urged council members to think about whether we can continue to support sections that have only two panels.

- Larry provided a rough breakdown of the major cost items for the conference as follows:

Coffee	\$1,203.00
Total catering cost	\$6,000.00
AV rental cost	\$9,000.00
Total conference cost	\$35,000.00

Pre-registration Income	\$28,000.00
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Total expected income	\$30,000.00
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Expected Shortfall	\$5,000.00
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- Larry suggested that we may have to consider raising our rates.

Jim suggested that we should try to keep membership costs low. Larry suggested that we should consider having a separate meeting of certain number of council members to look closely at our financial situation. Jim suggested that our Financial Affairs Committee should examine organizational finances and report back to the Executive Council.

- Larry suggested that we should consider buying our own AV equipment for the conference.
- Larry also distributed a monthly breakdown of room pickup for the Calgary conference.

Newsletter Changes

- Larry distributed the proposal/service agreement from the Omni Press for formatting and production of WSSA Newsletter.
- Omni Press is proposing to do a layout at half the current cost to produce the newsletter.
- A present too many individuals are involved in newsletter production process.
- The cost of Ian Record service as editor for the WSSA news has gotten too expensive. His position will be eliminated and Larry would send a letter thanking him for his work for the association.
- Diane will take on added responsibilities with the newsletter.
- Jim will gather newsletter articles and help compile them.
- Larry emphasized the need for contributors to turn in their articles by the deadline for the timely production of WSSA Newsletter.
- Posting newsletter on the web site has not worked well in the past.

2008 Denver Conference

- Dates for the Denver conference had to be changed due to another citywide conference scheduled during the same week.
- Since we had to change the dates for our conference Hyatt hotel has agreed to provide free Internet service for members attending the conference as well coffee and cookies.
- Diane and Larry will spend time going through the archives in preparation for the 50th anniversary photo booklet.
- We need to try to get some support from universities around Denver area.

It was suggested that we should list tours available for members attending conference.

Formalization of the Role of Book Review Editor for the Publishers' Book Exhibit

Rich was assigned the task of

1. Designing the language and format for vendor registration for the conference.
2. Figuring out the pricing structure for book exhibitors who do not attend the conference.

Rich indicated that in the past the Library of Social Science did a good job and there were some positive things about their participation in the book display.

It was suggested that we need to get Library of Social Science to work under our rules.

Closer Communication with Section Coordinators:

Larry again emphasized the need for maintaining close communication with our section coordinators.

Larry stated that 96% of members indicated their willingness to be included in a membership directory.

Report from the Journal Contract Committee on SSJ Contract:

Postponed till Saturday, April 17, 2007 meeting of the Executive Council.

Report from the Editor of the *Social Science Journal*:

Prabha Unnithan presented a report on the *Social Science Journal*. The highlights of the reports are presented below.

- Enough papers had been accepted before he took over as the editor to fill all 4 issues of the journal for 2006 and the first two issues of 2007.
- The database of manuscript reviewers has been expanded and a policy of automatically adding names of those whose paper has been accepted for publication as potential reviewer has been implemented.
- Alexander Bernasek of Economics Department and Steven Mumme of Political Science Department from Colorado State University are serving as deputy editors. Chelsea Booth, a graduate student is serving as Journal manager.
- List of associate editors have been pared down to 18. Prabha will trim six names from this list and at the September 2007 meeting of the Executive Council present a list of six new names for Council's approval. The term for these new associate editors will begin in 2008.
- There were 17 manuscripts included in volume 44, issue 1 of the journal. This included two presidential addresses and a special women's Studies Collection.
- Fourteen manuscripts have been slotted for publication in volume 44, issue 2 of the journal.

- Since March 1, 2006, a total of 95 manuscripts have been submitted. The current acceptance rate is 36%.
- The time frame between the date of manuscript submission and date the manuscript is sent to reviewer has been reduced from average of 8.5 weeks to 2.7 weeks. The timeframe between the date of manuscript submission and the date of first decision about the manuscript has been reduced from an average of 47 weeks to 17 weeks.
- The time frame for journal publication has also moved up.
- Relations with Elsevier, Inc., have improved and they are more responsive to questions and concerns.
- Any action regarding the online submission system has been deferred until the Executive Council makes a decision regarding the publication contract.
- Prabha requested that the next year's program coordinator slot the session on "publishing" at a desirable time and prominent location, and help publicize it.

In response to an inquiry from Gary Lynn, Prabha informed the Council that the journal is currently available online but access is through institution, i.e., library.

Jack suggested that the letter of manuscript acceptance should include an inquiry about whether that institution subscribes to the journal.

Prabha invited feedback/suggestions from Council members regarding the journal.

Report from Book Review Editor

Rich Green presented a brief report. The highlights included the following.

- Volume 44, issue 1 of the journal had eight book reviews.
- Volume 44, issue 2 of the journal, thus far, has four book reviews accepted for publication.
- The journal is receiving high quality books for review from wide range of publishers. However, he is short on reviewers.
- Rich distributed a list of new acquisitions the journal has received and asked Council members to let him know if they are interested in reviewing any books on the list.
- Book reviewers typically have six to eight weeks to turn in their book review.

Other Business

Doreen discussed the need to update the WSSA web site and to take out some of the outdated information.

The meeting adjourned at 1:45 p.m.

Minutes submitted by

Kant Patel

Kant Patel, Vice President

**Minutes of the
Executive Council Meeting of
Saturday, April 14, 2007**

Present:

Richard Adkisson, Doreen Barrie, Jim Peach, Kant Patel, Dennis Catlin, Jack Hou, Gilbert Fowler, Mary Brentwood, Cynthia Klima, Jeff Conrntassel, Gary Linn, Leila Pratt, Larry Gould, Rich Greene, N. Prabha Unnithan, Diane Calloway-Graham, Phadrea Ponds, Kate Herke

Absent:

Steve Pavlik

Welcome and Introduction:

Doreen welcomed members to the meeting and invited everyone to introduce themselves. The Council welcomes Phadrea Ponds, President-elect. Phadrea introduced herself to the Council.

Report from Journal Contract Committee on SSJ Contract:

Jim Peach presented a report from the Journal Contract Committee.

- He indicated that the committee had received several including proposals from Taylor & Francis, Elsevier, and Rutledge. Proposals from Taylor Frances and Elsevier were very strong.
- The Elsevier proposal had many advantages. They are willing to pay \$50,000 signing bonus, Royalty payment of \$40,000 in advance (300 subscribers at rate of 27.5%), editorial office support, and financial support (subsidy) for meeting of editorial board.
- The attorney the WSSA had hired to look over the contract recommended several changes most of which involved changing some wording in the language of the contract. The attorney for Elsevier has agreed to look at the recommended changes.
- The committee had requested and received from the Elsevier approval for inclusion of provision in the contract that will allow the use of American Arbitration Association to resolve any disputes.
- One of the differences in contract proposal from Taylor & Francis and Elsevier proposal involved the length of the contract. The Taylor & Francis proposed contract is for a seven year period while the Elsevier proposed contract is for five years.
- Proposals from both Taylor & Francis and Elsevier had extensive marketing features.
- Elsevier will give WSSA all electronic versions of the journal.

Based on the above analysis, the Journal Contract Committee was of the opinion that the Elsevier proposal had most to offer and recommended approval of Elsevier's proposal.

A lengthy discussion followed in the Executive Council regarding approval of contract for the *Social Science Journal*.

Gilbert wondered if in the future we go with some other publishing company, will we still keep all the electronic copies of the journal and whether Elsevier can continue to market the electronic copies of the journal.

Jim indicated that copy right is retained by the journal.

Mary inquired whether the Executive Council felt comfortable in approving the contract with Elsevier given their past history of dishonesty.

Jim replied that past problems with Elsevier were mainly due to one specific person working there and that person is no longer with Elsevier.

Prabha stated that Elsevier has treated us much better since they realized that we were considering other options.

Mary asked whether in the future when renewal of contract comes up again, Elsevier will have an opportunity match offer from other competitors. Jim replied in the affirmative but indicated that we are not obligated to sign with them. Mary also asked if Elsevier had a good marketing plan for the journal. Jim replied in the affirmative.

Prabha stated that separation of the business and editorial sides of the journal will be helpful and he will be very comfortable with such an arrangement.

Diane emphasized the need for the Executive Council to make sure that the contract is monitored closely. She also suggested that we should establish a standing committee to monitor the contract and the committee should present reports to the Executive Council at spring and fall meeting.

Jim suggested that three active members of the Council should be on such a standing committee. Leila emphasized the need for some continuity on the committee.

Doreen stated that she still had some reservations about approving contract with Elsevier given some of the past negative experiences.

Larry replied that there has been a significant institutional change at Elsevier which has led to positive policy changes. For example, institutional membership list is now available to us which in the past they had refused to share with us.

Jim stated that the proposed contract also has a good escape clause. If disputes between us and Elsevier cannot be resolved in 90 days we can bail out of the contract.

Diane suggested that some of the problems in the past were also caused by the fact that we had failed to stay on top of things due to lack of contract monitoring. This is all the more reason that the Executive Council will need to stay on top of things with the new contract. From a historical perspective we have a lot more power with this new contract and our hands are not tied as was the case in the past.

Diane suggested that we should have a standing committee to monitor the contract and that the present, president-elect, and the immediate past president serve as ex-officio members of the committee.

Jim suggested that three members from the Council should serve on the committee.

Leila emphasized the need for providing some continuity on the committee.

Jim made the motion to approve the Elsevier's proposed contract for the journal. Gil seconded the motion. The motion was approved unanimously.

Jim made a motion to establish a standing committee to oversee the journal and to monitor the journal contract. Gilbert seconded the motion. The motion was approved unanimously.

It was also agreed by the Executive Committee that

1. The standing committee will be called the Social Science Journal Committee.
2. There shall be one member from each class of the Executive Committee.
3. The president, president-elect, and the immediate past president will serve as ex-officio members of the committee.
4. The committee will present an annual report to the Executive Council.

Mary Brentwood and Jeff Corntassel agreed to serve on the committee. The third member will be selected from the new incoming members of the Executive Council.

Council applauded the work of past president Diane and thanked her for her fine service.

Presenters Who Do Not Register:

The Executive Council discussed the problem of individuals who fail to register for the conference but show up to present their paper and then disappear.

According to Kate Herke at the last conference 19 individuals had done this. Larry added that some faculty members register as students to pay lower registration fee and indicated that it is difficult to police such a behavior.

Dennis suggested that Larry should consider supplying section coordinators with list of presenters who do not register for the conference.

Kate indicated that most individuals who present their papers without registering are not members of the WSSA. Jeff suggested that many of these people tend to be from local area. Diane suggested often students do not register for the conference.

Mary asked if we wanted to address the issue of those who can not afford to register. Was it possible to allow individuals to register for one day at a reduced rate?

Larry indicated that allowing one day registration is unmanageable.

Proposals Submitted and Accepted in Two Sections:

The Council discussed how to address the problem of people submitting multiple proposals of the same paper and getting accepted in two different sections.

Phadrea suggested we may consider changing paper proposal form. Larry suggested that we indicate on WSSA web site and paper proposal form not to submit same paper proposal to two different sections.

Doreen suggested that this is not a big problem.

Newsletter Assignments:

Larry made the following assignments for the next newsletter:

Jack:	A brief article on student paper competition.
Phadrea:	Call for papers article (Larry will provide registration form).
Phadrea:	Article on section coordinators (Jeff will get someone to write this article).
Rick:	President's Soap Box.
Rick:	Overview of Denver article.
Doreen & Larry:	Calgary Wrap-up article.
Larry:	50 th anniversary article (stuff from archives).
Larry:	Position announcements. Get it to Larry ASAP.
Larry:	Update on future conference sites.
Prabha:	Article on Social Science Journal.
Kant:	Write-up on student paper competition winners.

Deadline for submission of articles for the newsletter is JULY 1, 2007.
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Souvenir Booklet for Denver:

Diane, Nina, and Larry will meet over summer in Denver to scan WSSA material that will be included in the souvenir booklet.

There is a considerable amount of material to go through and decisions will have to be made about what to include and what to leave out. The booklet will be done chronologically by year, indexed, and will have a table of content. It is anticipated that the booklet will be about 100 pages in length and cost about \$5-7 dollars a piece.

Position Announcements:

Larry again reminded everyone that position announcements to be included in the next newsletter needs to be turned in on time.

September Executive Council Meeting Dates:

Larry indicated that there are three possible sets of dates for the next meeting of the Executive Council meeting in Denver:

September 14-15; September 20-22; September 28-29.

He will let everyone know the definite date once plans for the meeting are finalized.

Addresses of the New Council members:

Names and addresses of the new council members will be added on the WSSA web site.

Update Website:

Council members were asked to look at the WSSA web site and to let Larry know outdated material that needs to be taken out, new material to be added and any corrections that needs to be made.

Prabha and Rich were specifically asked to look at the information about the *Social Science Journal* that needs to be changed.

Seeking Frontline University Support:

Larry indicated that he has talked to some of front-range universities about getting involved in WSSA.

Rick also stated that he had talked to some of the people at front-range universities and they had indicated their willingness to be involved in WSSA.

Marry stated that we should try to get corporations involved in supporting the conference. Larry stated that we now have a process in place ((letters, etc) to do this. However, one of the problems is figuring out which specific individual in the corporation should we sent the letter along with other WSSA materials.

Other Business:

Rick reminded the Council that last year we approved a new “Human Communications” section for the conference. This section was not very successful at the Calgary conference. However, under our policy this section has two more years to establish a viable section.

Phadrea raised the question of how do we handle sections that are on decline. Jim stated that we now have a policy in place to address such concerns.

Jim inquired about the financial report from the Executive Director. Larry indicated that the financial report was not ready for presentation.

Kate stated that the two concerns highlighted during this year's conference were:

1. No-shows among paper presenters and/or panel chairs/discussants.
2. Need to formalize process for training student workers who help at the registration. About two hours of training is necessary. Wednesday and Thursday mornings are the most difficult times since more individuals are trying to register or pick up their conference package if they were pre-registered.

Doreen suggested that we should try to get someone from University of Denver to attend part of September Executive Council meeting. Kate stated that local student workers are great because we do not have to pay for their airfare.

Jack stated that the Canadian Consulate had expressed willingness to provide support for the Denver conference.

Jeff stated that the Borderland and Native American Studies sections have expressed an interest in Vancouver as a possible site for the 2012 WSSA conference.

Larry said that the 2010 conference will probably be in U.S. but Vancouver could be a possibility for 2013 conference.

To increase student involvement Jeff suggested more mentoring, getting in touch with graduate student organizations, and getting more travel colleges involved.

He also asked if it was possible to discount registration fee for a group of students. Larry stated that was possible only if all the students in that group registered at the same time using one credit card.

Larry stated that at the Calgary conference, 434 participants were pre-registered and 150 registered on site.

The meeting adjourned around 12:15 p.m.

Submitted by

Kant Patel

Kant Patel, Vice President