

WESTERN SOCIAL SCIENCE ASSOCIATION EXECUTIVE COUNCIL
AGENDA

September 10-12, 2015
Grand Sierra Resort – Reno, Nevada

FRIDAY, SEPTEMBER 11, 2015

8:00 AM –12:00 PM Meeting

1. Albanesi: Welcome, Call to Order and Introductions

- Attendance: Prabha Unnithan, Kate Herke, Stephanie Witt, Larry Gould, Heather Albanesi, Tony Amato, Steve Mumme, William (Bill) Schaniel, Cristina Medina, Michele Companion, Jesus Ruisz Flores, Debra Andrist, Barbara Bonneken, Lynda Dickson (arrived 11:45am). Not attending: Gary Linn and Kristina Lybecker.
- Michele Companion introduced the topic of Nevada Food Bank. The food bank is happy to be working with WSSA. Last year in Portland we spotlighted Mercy Corps; this year we selected Nevada Urban Indians—also connected to UNLV program. Michele will do fuller profile in Spring

2. /3.Gould:Financials (Past, Present, Future); Membership; Future Meeting Sites; Website; Review of the Last Conference; Book Display; Review of Financial Subcommittee Document (Including Investment Policy Statement to Discuss for Approval)

- Financially we are in excellent shape. We do business with 2 banks, neither of which do all of what we want: Chase & Wells Fargo. We have money in business banking at Wells Fargo, plus small savings.
- Also transferred 30,000 into Investment Account
- All in all, doing well.
- The last conference cost was \$93,000, including awards. Registration produced \$72,000. No need now to raise registration price
- We could consider more scholarships down the line.
- We need to know who has been at conferences in past—don't want to be totally dependent on section coordinators. 1738 people are now in our outreach lists for calls for papers.
- Chase banking is connected to registration online. Chase doesn't offer credit card readers but Wells Fargo does. Card readers don't provide names and addresses, but we are collecting handwritten names/addresses at registration.
- 2015: 796 in attendance. Slow but steady growth, says Kate Herke.
- Membership: We decided to shift for convenience: if you register for the conference, you are a member. Made possible university support for both registration and membership. Participants are now automatically members, has helped attract members and return members/participants.
- Meeting sites: We're booked out to 2019. San Francisco, San Antonio, San Diego. We need to do a survey of what people like. Many don't like casinos even though room rates are cheaper at casinos. New Orleans may be a possibility, although it is much farther east than we usually go, and Houston was lowest attendance in recent years.
- Fort Worth is a possibility. Seattle is expensive and hotel sizes are a problem. Boise has problems with hotel capacity, and their airport (says Witt) has few direct flights east.
- Need better advance publicity on sites.

- Mary Jo said Salt Lake City treatment of Native American children is issue. Perceptions are problem with SLC. Perceived problems of bans coffee, drinking etc—none of which are true.
- Denver always high on list. Possible Marriot; Sheraton; Hyatt Regency
- Albuquerque has always treated us well, but the Hyatt was just sold to another operation.
- Portland is good—positive experience last year.
- Jesus said Mexico academics prefer price considerations as to destination preference.
- Canada—catering is outrageously expensive due to Alberta marketing board.
- El Paso Juarez co-locating: worth investigating. Christina said she would look at local accommodations.
- Jesus says Guadalajara is good venue these days.
- Larry introduced Website issues:
 - Problem with section coordinators communicating acceptances.
 - Met with Matt Molinar, our web designer, to figure out how leadership at WSSA can make paper submission a better experience. New system may not be operational until mid-October, but this new system is really enabling. It makes clear what papers are accepted and which are not. Heather says we should move forward with rollout of new website. Michele says it will help with student competitions for travel and papers. Website is important, now it will take applications to centralized place.
 - Proposal: upgrade admin user tools, admin system status update, database, CSB database; total cost \$5,800. Larry says we're not changing front stage of site but we are changing the backstage of the website.
 - Larry is concerned about bugs in transition.
 - New site forces people to specify the section a paper is submitted to.
 - **Action item:** unanimous vote in favor of proceeding with website.
- Review of last conference:
 - Good response, good access from airport; Marriot was great. *Red hat* app service was great—app for conference organizers' phones made it easy to solve problems.
 - Conference hotel was great, is now high on list for future date.
 - Book display: *Scholars Choice* wants to come back again. We provide free space for local presses. We want to invite local university presses. They do have to register, for liability reasons.
- Wayne Bemish is our legal advisor on IPS (Investment Policy Statement).
- Right now we are in a low yield investment plan—we're not playing the market. We are trying to build nest egg to get us through hard times and have base for scholarships, awards, etc.
- Need to take out word “current” in specification of terms of service of finance committee. The ISC committee is different from Finance Committee.
- Bill mentioned that there is no statement of committee members' meeting times or schedule. But Larry says there's no need to meet except to sign checks. The Committee does have authority to check the EXCOM for fiduciary reasons. The ISC gets monthly summary, ExCom gets only every 6 months.
- Overall guidance decision happens in April. Our broker comes to the April meeting. But Bill suggested the Committee was essentially passive signing off on financial advisor. Also could effectively impose greater costs over time as portfolio grows. But Larry said this investment wasn't actually charged full freight. Heather said at April meeting the financial broker should be able to advise as to what to do. Larry said he would be ExOfficio to the Committee and Financial Advisor.

- Larry said unless we accept this new approach WSSA is stuck with the old system he set up originally.
- **Action Item:** Section 2.E, modify to have Executive Director as Ex Officio, on committee. Motion on made by Prahba, and seconded by Debra.
- Section 2.A. Motion to modify to read: these individuals must be in good standing in WSSA, and former Executive Council members, including at least one Executive Officer.
- **Action Item:** Preceding amendments are unanimously approved.
- Also change introduction 1st para, 3rd sentence: “The statement also incorporates accountability standards that will be used by the Investment Committee for monitoring, and for evaluating the contributions of the outside investment managers selected on behalf of the Portfolio and the WSSA.” Also, add new section, “E”, and insert last sentence 1st paragraph on page 5. Also delete “typically” from 3rd sentence, 1st paragraph on page 5.
- **Action Item:** Barbara moved to accept amendments, seconded by Prabha, unanimously approved
- Investment Committee: Nina rolls off in Fall 2016; Diana rolls off Fall of 2017; Peach rolls off in 2018.

4. Albanesi [for Linn]: Recruitment and Retention Report; Recognition from Disability Center, University of Hawaii; Skype Option request for 2016 Meeting, ADA access issues for Reno conference
- New database will help coordinators.
 - Gary will do second effort recruitment in Midwest universities (see Gary’s report)
 - Heather will forward Gary’s email to ExCom members.
 - Recognition from disability center on Skype
 - Gould says this is a recognized ADA need and worth supporting.
 - Heather proposed we add this information to the Website. **Operational Action Item:** Agreed to offer Skype option and put info on the website.
 - Prabha discussed trip to UNLV. People talked about student volunteers. Michele said they can likely outreach to departments. Office of intertribal education program is working with us. OIE is working on Elder for convocation blessing .
- Michele is doing followup with UNLV.
 - Dean Heather Hardy is supportive. Sociology, Political Science, and Criminal Justice were contacted by WSSA (Prahba, Michele, Heather).
 - Gould asked someone to get list of institutions in Bay Area for next year.
 - If Reno is good, then those participants may go to San Francisco since it is only 4 hours away.
 - Website: section coordinators need to know they need to upload information to the website—we are now doing things only through the website. Michele has letter already drafted to section coordinators.
 - Kate: we give deans local participation grants. Kate thinks she can have a one-time registration codes to be given to the students and track what is used and how used. Should cut down on refunds to students from preregistration.
 - University Searches on WSSA website: If someone is a member they can place announcements on website for free. Kate suggested all such announcements be made free. Larry notes postings should only be hosted if approved by Human Resources.

- Companion: Update on Food Bank and Local Spotlight Organization for Reno Conference
- Covered in earlier presentation.
- Various: Update on Visits to Reno Institutions
 - Covered in earlier presentation
- Albanesi: Update on website and new process for submitting abstracts, and for awards and travel grants
 - Witt: *Social Science Journal* transition; Composition of Editorial Board: Elsevier
 - Witt said Elsevier has been very helpful with training and help with editorial.
 - Jen Schneider in Communications and Michael Allen at Boise Political Science, who is methodologist, nominated for new deputy editors at SSJ. Matthew May is journal manager at Boise State.

Action Item: Motion by Bill to remove old SSJ deputy editor and add new nominees for deputy editor. Unanimous approval.

- Larry Gould says we need to postpone momentarily discussion of a possible new WSSA Journal. Scott had rejected idea of a new journal due to a problem of fit. Need to invite Elsevier reps to join in on what that would mean. **Put on April agenda.** Elsevier does have a marketing plan. Heather will add to agenda for April.
- Prabha said you can cite DOI number for reference. Prabha also noted we need to actually evaluate the editor when up for renewal.

12 PM -- 12:45 PM (Lunch Served)

12:45 PM – 4:00 PM Meeting

Unnithan: Approval of Next Year's Ballot

- It has been difficult to find nominees for officers given recent turmoil in executive ranks.
 - a. We have a slate of nominees, duly seconded motion. Barbara for President; Chris Brown for VP; Executive Council Moises Diaz; Darrin Grinder; Lilly Zeng; Mark Melichar; William Schaniel.
 - b. **Action item:** Steve moved (Lynda Dickson seconded) accepting slate and Bill and Barbara abstained since they are on the ballot. Unanimously approved.

Unnithan: Book and Journal Awards; New Scholar Award

- Prabha wants a list of articles eligible for the journal awards from Witt.
- Prabha wants help (Heather) to work on journal award.

- Book award is supposed to be all books reviewed this year. Witt and Chelsea will help with this.
- New scholar award. Each of major officers (3: president, president-elect, past-president) chooses one award.

11. Albanesi, Operations Manual draft review/edit

- Larry: _ the object is to make objective decisions about these positions.
- Recruitment and Retention Coordinator
- Marketing: do we need a different marketing approach? Larry said we want to grow to full self-sufficiency, roughly 900 people. It used to be break even around 700. We want to retain those we do attract.
- Larry raised question concerning keeping present position or changing position
- Debra suggested marketing graduate students to analyze our needs.
- Jesus said section coordinators should be involved with whomever should be charged with marketing.
- Linda suggested we should continue to focus on the region in which the meeting is held.
- Heather said we should consider eliminating the Recruitment and Retention position and start over.
- Tony suggest excom members jot down thoughts and bring them back to the group for future discussion.
- **Action Item:** Barbara makes motion to eliminate Recruitment and Retention position, to give us time to reevaluate and restructure position. Unanimous approval.
- Student Grant Coordinator
 - Mary Jo indicated Am Indian section would like to have Vine Deloria award noted on website
 - Poster session coordinator should be done by Vice-President, says Larry.
 - Will chair and form committees for travel awards.
- Communications Director—no criticism/much praise.
- Standing committees need to be defined. Larry said will do this in the Spring.
- Action item: Steve made motion (Barbara seconded) to send Operations Manual for approval to membership at April business meeting.
- Larry said we want to include business meeting agenda in the program. Kate said she could include mention of the agenda and link to website in her reminder/assurance of registration to participants/members planning to attend the meeting.
- We need to keep minutes of business meeting—Larry said we are required by federal law to do so.
- Larry said all documents of ExCom should be scanned and available in electronic form.

4:00 PM – 5:00PM

Tour of hotel facilities (Companion, Gould, Albanesi)

SATURDAY, SEPTEMBER 12, 2014:

8:30 AM--12 PM Meeting

Companion:

Poster Session: Need student feedback about poster session; Ted Ransaw may not be able to continue as Coordinator
Student Travel and Paper Awards
2015 Conference Planning and Program;

Witt:

SSJ needs to market in a broader world area; response speed is an asset; Gould and Illaria talked about possible new Journal, need response from Elsevier to move forward, need to decide on title, and need to decide on scope. Chelsea Schelly will be Book Review Editor in first issue of 2016

Herke:

Website: Add note to Conference page that program shown is “on-site”, final will be electronic, on Document page, showing additions and changes and with cancellations and no-shows removed, changes indicated. Michele will notify section coordinators that they must give no-show names, add to acceptance notifications “If you are unable to attend due to emergencies or loss of funding, please notify your section coordinator and the program coordinator as soon as possible so that sections can be adjusted.”

Lybecker:

Student travel award deadlines need clarification; due to problems with communications, this year had 20 grantees! Need ID and receipts to receive checks. Add to awards in program?

Heather: all award apps & paper proposals go through same website submission, have auto-replies so submitters know they’ve been received, section coordinators get their papers from the web, only.

Gould Future conference sites