

Minutes of WSSA Executive Council Meeting
Wednesday, April 13, 2016
7:30 a.m. – 3:30 p.m.

(Minutes of Meeting Saturday, April 16, follow these)

Present: Heather Albanesi, President; Michèle Companion, President-Elect; Kristina Lybecker, Vice President/Secretary; Larry Gould, Executive Director; Kate Herke, Communications Director; Barbara Bonnekessen (2013-2016), Lynda Dickson (2013-2016), William Schaniel (2015-2016), Anthony Amato (2014-2017), Cristina Medina (2014-2017), Debra Andrist (2015-2018), Mary Jo Tippeconnic Fox (2015-2018), Stephen Mumme (2015-2018), James Gary Linn, Coordinator of Recruitment and Retention, Stephanie Witt, Editor, *The Social Science Journal*.

Not Present: Prabha Unnithan, Immediate Past-President; Jesús Ruiz Flores (2014-2017), Chelsea Schelly, Book Review Editor, *The Social Science Journal*.

Decisions

- The WSSA state of incorporation will be changed to Arizona. Moved by Debra Andrist, seconded by Michèle Companion. Motion passed unanimously.
- Vice President/Secretary will use the template provided by Kate for the reporting of all future minutes (Executive Council meetings and WSSA Business meetings).
- Vice President/Secretary will submit the minutes from the Wednesday Executive Council Meeting by Saturday, and submit the minutes from the WSSA Board Meeting and Saturday Executive Council Meeting in a timely fashion.
- Vice President/Secretary or their Designee will take minutes at the WSSA Business Meeting
- The WSSA conference registration fees will increase. The current fee for regular registration is \$165, discounted to \$135 for early registration. The current fee for students is \$105, discounted to \$90 for early registration. The current fee for retirees is \$110, discounted to \$95 for early registration. The regular registration will be increased to \$180, discounted to \$150 for early registration. The fee for students will be \$110, discounted to \$90 for early registration. The fee for retirees will be \$120, discounted to \$110 for early registration. These changes will take effect for the next conference. Moved by Barbara Bonnekessen, seconded by Michèle Companion. Motion passed unanimously.
- Marketing Duties will be added to the Communication Director's job description. Moved by Barbara Bonnekessen, seconded by Gary Linn. Motion passed unanimously.
- We decided to expand the signature authority for charging expenses. Currently the default authorization rests with Kate. The default will now go to Kate in consultation with the Immediate Past President, and if both are incapacitated, then it defaults to the Immediate Past President in consultation with the President.
- The bylaws will be changed to indicate that the WSSA will not share or sell members' information. Moved by Michèle Companion, seconded by Stephen Mumme. Motion passed unanimously.
- The President-Elect will remind the section coordinators that they receive complementary tickets to the Presidential Luncheon.
- Awards for the Poster Competition will include two prizes. A first place prize of \$250, and a second place prize of \$100. Moved by Debra Andrist, seconded by William Schaniel. The vote was: 14 in favor, 1 abstention (Heather Albanesi). The motion passed.
- Manuscripts submitted to the Social Science Journal will be published online upon the receipt of the final

manuscript. We will move to early online publication and look into incorporating data repositories into the work flow of the journal.

- Authors of articles submitted to the Social Science Journal will have the option of Open Access Gold.
- The committee to negotiate the next Journal publishing contract will consist of Larry Gould, Stephanie Witt, and two additional members.
- It was decided that we will survey the membership to see what their preferences are for the 2021 conference location.
- At 3:30 p.m. Michèle Companion moved to adjourn the meeting, seconded by Gary Linn. Motion passed unanimously.

Discussions

- The Executive Council received an update on our Financials and Budget. We are still doing well and benefiting from our low risk investment portfolio.
- The contract the WSSA has with Elsevier for the *Social Science Journal* and whether the Association would like to solicit other bids for an upcoming contract was discussed.
- The roles of Journal Assistant and Program Assistant at Conference were discussed. We would like to offer them employment at the conference if they are available to attend. We hope to create a culture of 'growing our own' and helping them to get involved for the long run.
- Changes to the WSSA website, as well as the paper submission process were discussed. There has been some frustration with glitches in the website and we are seeking feedback from the section coordinators to improve the process.
- We discussed the importance of interdisciplinary panels, as well as the challenges associated with organizing them and structuring the submission process.
- National Social Science Association tried to co-opt our membership. Our attorney sent a cease and desist notice, filed in Yuma, AZ.
- The website has made the organization of the section coordinators and the program much easier. We discussed how to place more papers in each section, or at least ensure that every section has a minimum of three papers.
- We discussed adopting an app for the conference program. Guidebook was suggested as a potential future option.
- The WSSA has dropped Wells Fargo as one of its financial institutions since they could not do some of the things that they claimed they would be able to do for the Association.
- Locations for the 2021 meeting site were proposed and discussed.
- The committee for negotiating the next Social Science Journal contract was discussed.
- The health of the Social Science Journal and current editorial policies were discussed. We also discussed Open Access Gold vs. Open Access Green Publishing Options, and will look to move to offer Open Access Gold.

Reports

- Retention Report. Overall we are substantially down from 2015 in panels and papers. 277 panels to 216; 914 presentations, 706 now. We are a bit below 2010. Biggest drops are in Borderland Studies, Economic (AFIT), Economic (General), Poster Session, Social Work, and Mass Comm.
- Social Science Journal Report by Louise Glenn of Elsevier. Overall the journal's statistics are in very good shape, though it takes a significant number of invitations (more than 20) to secure the 2-3 reviewers needed for an article submission.

Action Items

- Larry Gould will contact the WSSA's attorney to start the process of changing our state of incorporation to Arizona.
- Heather Albanesi volunteers to form the committee that will do the background work for signing the next Social Science Journal contract. She will ask Jim Peach and Prabha Unnithan if they would be interested in serving.
- The Journal contract committee will put together a proposal and craft our request for presentation to Elsevier, covering issues such as: signing bonus, editorial stipend, travel allowances, the submission process, and the provision of impact factor information.
- Vice President/Secretary will assist Kate in looking for inconsistencies, misspellings, misinformation, broken links and other irregularities on the website. If other WSSA members find problems or mistakes on the website, they should also contact Kate with the issue.
- Michèle Companion will seek feedback from the section coordinators to prioritize the changes and fixes that need to be made to the WSSA website.
- The President-Elect needs to ensure that section coordinators know that they need to put together a short list of "most likely" cross-listed sections. They then need to keep in touch with potential cross-listing section coordinators on a regular basis.
- The President-Elect will ask our section coordinators if they are members of small organizations that may be interested in partnering with the WSSA, in a manner similar to that between the WSSA and ABS.
- Every Executive Council Member should think about student workers for conference and send Kate at least one name in early October.
- Heather Albanesi and Michèle Companion will appoint the Student Award / Grant Coordinator to make sure we have a person doing this job and coordinating the poster competition. Gary Linn has volunteered.
- Louise Glenn will estimate an appropriate fee for the Social Science Journal to charge for Open Access Gold.
- Louise Glenn will make the shift for Social Science Journal manuscripts to be pre-published online upon receipt of the final manuscript.

Respectfully submitted,
Kristina M. Lybecker
WSSA Vice President/Secretary, 2015-2016

(Minutes of Meeting Saturday, April 16, follow these)

Minutes of WSSA Executive Council Meeting
Saturday, April 16, 2016
8:00 a.m. – 12:00 p.m.

Present: Prabha Unnithan, Immediate Past-President; Heather Albanesi, President; Michèle Companion, President-Elect; Kristina Lybecker, Vice President/Secretary; Larry Gould, Executive Director; Kate Herke, Communications Director; Christopher Brown, Vice President/Secretary Elect; Barbara Bonnekessen (2013-2016), Lynda Dickson (2013-2016), William Schaniel (2015-2016, 2016-2019), Anthony Amato (2014-2017), Cristina Medina (2014-2017), Jesús Ruiz Flores (2014-2017), Debra Andrist (2015-2018), Mary Jo Tippeconnic Fox (2015-2018), Stephen Mumme (2015-2018), Moises Diaz (2016-2019); James Gary Linn, Coordinator of Recruitment and Retention, Stephanie Witt, Editor, *The Social Science Journal*.

Not Present: Mark Melichar (2016-2019); Chelsea Schelly, Book Review Editor, *The Social Science Journal*; Louise Glenn of Elsevier.

Decisions

- With the exception of special (thematic) issues for which all articles will be held for joint online release, *the Social Science Journal* will move to a system of online publishing upon receipt of the final manuscript. Moved by Stephen Mumme, seconded by Michèle Companion. Motion passed unanimously.
- We will add Gold Open Access to the publishing options available to authors. This is contingent upon Louise Glenn providing us with a price quote for this option. Moved by Kristina Lybecker, seconded by Prabha Unnithan. The motion passes unanimously.
- As recommended by Stephanie Witt, three Associate Editors [Benino Aguirre, Dale Brenner, and Darren Sharkat] will be rotated out and replaced with three new Editors [Lacey Wallace, Krista Lyn Minnotte, and Michael Torchton]. Moved by Prabha Unnithan, seconded by Lynda Dickson. Motion passed unanimously.
- William Schaniel will be the Student Grant and Awards Coordinator. Approved by consensus.
- The travel grant awards will be increased to \$500 plus complimentary registration for the WSSA conference. Moved by Christopher Brown, seconded by Michèle Companion. Motion passed unanimously.
- The “Outstanding New Scholar” award will be changed to “Outstanding Emerging Scholar.” Moved by Barbara Bonnekessen, seconded by William Schaniel. Motion passed unanimously.
- The Outstanding Emerging Scholar awardees should be selected by November 1st. Approved by consensus.
- The Outstanding Emerging Scholar must attend the conference; the award will be \$2000 and complimentary registration. Moved by Tony Amato, seconded by Prabha Unnithan. Motion passed unanimously.
- The award amounts have been changed to the following:
 - the Outstanding Emerging Scholar : (must attend) \$2000 and complimentary registration;
 - WSSA Distinguished Book Award : (must attend) \$2000 and complimentary registration;
 - Larry Gould Best Article Award : \$1000 and complimentary registration if attending;
 - John Wicks Dissertation Award : \$1500 and complimentary registration if attending;Moved by Barbara Bonnekessen, seconded by William Schaniel. Motion passed unanimously.
- Dates for the Fall meeting will be September 30 – October 1, 2016. Approved by consensus.

Discussions

- Change from Coordinator of Recruitment and Retention to Student Grant & Awards Coordinator : Gary Linn presented a statement advocating for the reinstatement of the Coordinator position. In addition, he would like to remain in the position.
- the Social Science Journal : Stephanie Witt presented plans for creating a sustainable paper management system. She suggests that we increase Deputy Editors to represent major fields, and increase the use of Associate Editors for reviews and reviewer recommendations. She recommends succession planning by WSSA 2017. Prabha Unnithan and Stephanie Witt provided a description of the mechanics of special issues for *the Social Science Journal*. If a smaller grouping of papers is thematically related, this is published as a “special collection”. We started a discussion of providing financial support for the Journal Manager. This will be manageable, but it needs to be budgeted in next year. This discussion will continue at the next meeting.
- Graduate student interactions : Request by graduate student Aparajita Bannerjee for a location at future meetings where graduate students can interact, network and mingle. She suggested a student mixer for graduate students and faculty interested in working with graduate students. She volunteers to help organize it. She also suggested workshops in how to write an academic CV, how to pursue an academic research agenda. Heather Albanesi raised the issue of whether we should have a Ph.D. candidate serve on the Executive Council. Larry Gould noted that past efforts at both a student mixer and a student member of the Executive Council did not work (twice). However, professional development opportunities have been well received. Debra Andrist proposed that we offer one section next year of mock interviews for graduate students. It was agreed that we will try to solicit ideas for professional development opportunities from the students themselves.
- Website : Michèle Companion reported that some members find the WSSA webpage to be complicated and difficult to navigate. This is an issue that will be addressed with Matt Molenaar.
- Student grants & competitions : Kristina Lybecker reviewed the Student Paper Competitions and Travel Grant Awards. The award descriptions and decision criteria have been clarified.
- The Presidential Scholar award deadlines were debated.
- WSSA Distinguished Book Award and the Larry Gould Best Article Award were Prabha Unnithan discussed the.
- Fall Council meeting : The price of the rooms for the is still under negotiation, so there is a possibility that the meeting will take place at a non-conference hotel.
- Summer supplement for the Newsletter : the deadline for sending Kate Herke a description of the contribution is May 1, 2016. The first draft should be submitted by May 15, 2016. The supplement will be published on June 11, 2016.
- The room fee for next April’s conference will be \$189. Whether the Association can offset this will depend upon negotiations with the conference hotel over the Fall Meeting. There is general concern about the cost of the hotel, so we should get the room price up as soon as possible.
- Thanks and good wishes to members leaving the Executive Council.

Reports

- Stephanie Witt provided the Editor’s report on *the Social Science Journal*. This has been a year of transition, but our numbers are strong. The current impact factor is 0.606, and the 5-year impact factor is 0.654. The journal currently experiences terrible yield on reviewer recruitment, but we are improving the system.
- Michèle Companion provided the Final Conference Update. Overall, people have been pleased with the conference and the venue, the staff and the service. We did an extraordinary job with the give-back,

\$3000 to the Northern Nevada Food Bank. The Spotlight Program has been a big success also. A lot of section coordinators failed to show up for the section coordinator meeting.

- Kate Herke reported on the numbers of attendees: 450 preregistrations, 90 onsite registrations, around 30 complimentary registrations.

Action Items

- Heather Albanesi and Larry Gould will send a letter of appreciation to the Dean of Boise State in recognition of the institution's tremendous support of *the Social Science Journal*.
- Kate Herke will contact Donna Lybecker and Tom Isern to further develop the WSSA Facebook page.
- Kate Herke will remove Gary Linn's photograph from the website and put up William Schaniel's photograph.
- Kate Herke will forward the template for the meeting minutes to Christopher Brown.
- Barbara Bonnekessen will get in touch with all section coordinators to touch base and cover the material reviewed at the section coordinator meeting.
- Every Executive Council member should look for organizations whose websites are very workable and user-friendly and send this information to Kate Herke so that she can incorporate this information in improving the WSSA webpage.
- Barbara Bonnekessen will write an article for the newsletter introducing the new section coordinators.
- Kristina Lybecker will update the application descriptions and forms for Student Paper Competitions and Travel Grants, and forward them to William Schaniel and Kate Herke.
- Every Executive Council member should encourage students to contact Kate Herke in October to serve as student workers at the April 2017 conference. Note that multilingual students are particularly appreciated. Spanish is the most needed.
- For the Summer Newsletter Supplement: William Schaniel will write about his new position; Barbara Bonnekessen will write a piece on the official program policy. Michèle Companion will do a piece on the bios of new scholars. Kristina Lybecker will write on the competition winners. Kate Herke will write a piece on board actions. Kate Herke will write a piece on what student workers do.
- Larry Gould will start looking at hotel costs in Hawaii and New Orleans, since these were favored by members as sites for future conferences.
- For the Fall Newsletter: Michèle Companion will write three pieces: the 2016 conference review, president's soapbox, "how it works" article. Barbara Bonnekessen will write something to encourage members to come to the San Francisco meeting. Larry Gould will write on registration fees. Kristina Lybecker will write a piece on San Francisco trivia. Tony Amato will contribute a cartoon. Stephanie Witt will write on her favorite upcoming article in the Journal. Christopher Brown will write the initial profiles of the Food Bank and the Spotlight organization. William Schaniel will write the feature article. Debra Andrist will write a medium length article. Christina will write on her field. One of the students will write an article. Christopher Brown will write an article on why Geography matters. Please send Kate the idea, approximate length, and title by June 11, 2016. First draft should be sent by July 1, 2016. Final draft by August 1, 2016. The Newsletter should be published by August 30, 2016.
- Any Executive Council member who has photographs of the conference should send them to Kate Herke.
- Executive Council members need to send Larry Gould their travel dates for the Fall Meeting by the end of April 2016.
- There is general concern about the cost of the hotel, so Larry Gould will get the room price up on the website as soon as possible.

- Heather Albanesi will present a slate of nominees to the Executive Council at the September Meeting.

Respectfully submitted,
Kristina M. Lybecker
WSSA Vice President/Secretary, 2015-2016