

Present:

Meeting convened at 8am. Phadrea opened the meeting. All members introduced themselves.

**Review of Minutes from last meeting:** Phadrea suggested that we look at the action items that we suggested from the last meeting. Minutes were approved from the last meeting in April.

**Larry's report:** Larry was able to reconstruct minutes from a computer crash that occurred several years ago and could reconstruct them back to 2003. Rather than use Quick Pro (which has caused a lot of technical trouble), he has switched to Quicken check processing, which is easier to deal with. Elsevier owes us about \$40K. Two things were happening: They were charging \$5 per member per issue but now they are paying us for upkeep of journal office, paying a royalty check – all of this is putting us a financially better place. But Larry warned us to not get too comfortable with this because anything can happen.

He continued to talk about revenue flow – refunds, double payments. There were humanitarian refunds (death in the family, for example).

Memberships (8/31/03-9/1/04) – a good cycle to use that represents our cycle of meetings and conferences. We paid \$11K for Elsevier to deliver our journals. Conference expenses: particularly important are the student workers. Nametags are a big expense, something people would not normally think of as being expensive. Materials for the conference (paper, general supplies) were discussed. The costs from the hotel will be discussed a bit later in this meeting. Fees for processing the credit cards – this is a global thing. There are some other processing fees that Larry told the bank we would not pay or we would move the money. Newsletter – we were paying an editor at this time. Now to the more recent statement: 8/31/07 – 9/1/08: Breaks are costing a lot which hotels are not charging on guest room fees. Coffee is becoming a larger cost. Larry discussed the financials on the money market accounts and the investment fees. One problem we are facing, if we look at 2003 and 2004, is that our membership is down. We used to have 700-800 members, but we are down to about 403, which is a serious downturn. Our royalties have been \$25K. We will also pay Kate back for her annual leave. American Sign Language costs a lot due to a third-party vendor. A problem that has occurred: one sign language expert decided to back-out of a session simply out of disinterest, so this needs to be discussed by the Committee. Third party advantage: if the expert is no good, the third party is responsible, not us. We have also decided not to have a plenary speaker luncheon because no one has been showing up. Larry is providing a very detailed account of everything we are purchasing and all we are spending. We are paying for student worker rooms. As for the VIP lodging – we paid for one night for David Archibald. This is getting us some good connections. Cost of conference: \$92,870.

Fall meeting 2007: Paid for our rooms: \$11K and restaurant: \$2K. Legal expenses paid out to law firm that reviewed contract for Elsevier. Newsletters: Last payment made to Ian Record. He was impossible to communicate with. He was not using a stable email provider (AOL) which routinely blocked his messages from Larry. Computers and

printers were purchased. Irasima asked if we had purchased LCD projectors, but Larry stated that we could not find something everyone could use. Larry also warned about unionized vs. non-unionized hotels and the troubles we can have with equipment we use on our own at unionized hotels. Larry does not receive compensation for his work.

Committee assignments and newsletters: this is been a problem. We need to remain invigorated after our annual meetings and talk up WSSA with our colleagues. This past newsletter was not of good quality and many things were not sent in to the newsletter for publication. Phadrea did an excellent job of notifying people to contribute but many did not respond. Larry stated that we needed to start working 3 months in advance if we are going to contribute. We should not expect a president just coming off a conference to be the editor due to needed downtime and general burnout. Larry urged us to get our newsletter assignments completed on time. Phadrea agreed with Larry and discussed her troubles getting people to contribute to the newsletter. It was very tough to do after a big conference and she suggested that we all commit ourselves to our assignments. Larry stated that we had some great pieces. Kate offered to be a proofreader for everyone if they needed a “third eye.” We need consistent help with the newsletter, maybe a new assistant professor who would be interested in working with the newsletter. Jack stated that we have the newsletter and a secondary scholarly activity as well. Some people have also changed their emails several times a year – it is difficult to keep a mailing list. Since we contact them about twice a year, we do not know the changes. Last year about 30% of addresses were kicked back when we sent out the notices for the newsletters. We will discuss the newsletter more after lunch.

ADA: We need to set up some rules about how this works. There were a couple of people who needed assistance. One person needed an interpreter at two sessions but did not indicate which ones. We need to create a form so that we know exactly who needs assistance when, which sections, what times, etc. We also need to explain to people that if a service is offered and paid for, and the person does not let us know within a reasonable period that they do not need it, that person can be charged. Their advocates are also a problem in facilitating this situation. They need to tell us when and where they need services and what devices are being used. If we do not know, we cannot act. If they do register and request assistance the day of the meeting, we are not obligated to accommodate. Reasonable time has not been given. Gary stated that advocates of ADA can be quite vicious about “pushing the envelope” on this. He suggested we send out information with every conference notification so that we can cover ourselves in these situations. Jack stated we do this so that section coordinators are not stuck with a possible burden. Phadrea agreed with a consistent process. We do not want section coordinators involved in this because they have not let Larry know about some of the needed equipment and the hotel gathered it up after a section when it was needed for the next one. It is an embarrassment we want to avoid. If the hearing-impaired person buys a lunch ticket, we want to know in advance so that we can provide an interpreter. Gary also stated that some people have rearranged rooms for wheelchairs – and we had never had an idea of their disability. They have no room to rage against Larry when they have never let anyone know that they needed special arrangements. All of our hotels have to be ADA compliant. There are hotels (Adam’s Mark) which we could not use because of

non-compliance. There is only so much we can control. We make reasonable accommodation.

Minutes: We need the minutes much earlier (2-3 weeks after our meeting). Rick proposed that the VP distribute minutes, at least in draft form, from here to eternity (perhaps as a bylaw?) within 2-3 weeks after our meeting (provided to entire council). Seconded by Chris Brown. Discussion: Concerned having a draft that would be sent to the entire Council. All were in favor of this resolution.

Hotel: We have barely made our required amount of rooms in some years (2002 by one room!) Also, people have not been paying a registration fee, which has hindered our finances. Hotels have raised the price of catering significantly. Larry stated that next fall we may be discussing fees we charge for the following fall (2010).

Picking up costs for rooms for Council members. We need to figure out how to cover costs for those who are partially covered and those not covered at all. Rick put it all in form of a motion \*changed to suggestion\*: he proposed that we make available a \$200 stipend \*changed to reimbursement due to possible tax troubles\* to anyone on the Executive Board who requests it. Larry suggested that we pay \$2-300 so that many can be aided in coming to the Council meeting. He also stated that many might not be able to get any funding at all next year due to the economic system in the U.S. in general. Phadrea stated that this would probably change due to venue. We will revisit this every fall. Larry said maybe we could cover 1-2 nights of our business time and we could guarantee the rooms for the people coming. Then we don't run into a full hotel situation (as we have this time). Phadrea suggested payment for 2 nights. Rick urged us to continue to ask this commitment, with the realization that many things are out of control. We will have to let Larry know at the first of the summer what we need and how many nights we will be at the venue for the meeting. He will tell the hotel about how much WSSA will cover. Larry had guaranteed our rooms, whether we showed up or not, but we have to guarantee our room by reserving EARLY. Some people did not show up and this cost us money. Flight cancellations, death in the family – these are different matters.

Clarification of the above paragraph: Motion by Tom that we cover 2 nights' expenses for those who opt in. Leila seconded. All were in favor. Larry will cover with a \$200 check. Phadrea motioned that there would be a reimbursement, by request to Kate, that we be reimbursed for two nights' hotel stay next time for travel for those who request it. Gary clarified this motion. Jack stated "Council member and officers." Phadrea clarified "by those attending the Executive Council Meeting." Seconded by Leila. All were in favor. This must be a request sent to Kate.

Business office: Kate maintains membership lists, website, refunds, prepares mailing labels and deals with some "unique individuals," generally troubleshoots and is a comptroller for the entire organization. Larry does the books. There are only about 100 checks written each year. We need a person or a committee that we send a monthly or bimonthly report on expenditures. We voted two years ago to have an outside review of these costs. Leila stated that we needed this just to keep it all smooth and retain an internal "check and balances." She suggested that a quarterly review would be sufficient.

Larry just wants to make sure that everyone is kept informed of our financials. Leila said that one or two people would be sufficient.

Break time suggested by Phadrea. 9:45-10:00 am.

Continuation of meeting at 10:00am:

Larry has managed the conference for 10 years. He has a new position at Yuma, has scaled down quite a bit of his consulting and such. He has reconsidered his position with WSSA but now he is seeing that he is able to hire quite a few people to help out at Yuma branch. He is hoping to get it all done at Yuma, that is, set up – within 4 years. He has hired all his deans and department chairs. So he has reconsidered at least for this year. He would like to revisit his position with WSSA in Fall 2009. With our permission, he stated he could continue through to Fall 2009 and then we would have the discussion again. Everyone was in favor of this. We will return to this discussion at next Fall's Council Meeting 2009.

President's Report (Rick Adkisson): Nominees for Office:

We now have Gil Fowler's bio for the nomination slate. The committee took names of nominees and has written up the entire slate. It was not too hard to get people to run. The questions about running mainly had to do with support. Betsy Rankin is not currently a member and is running, so she needs to be notified. One President, one VP and 3 Council Members should be elected. Phadrea asked the committee if they had had time to review the slate of candidates. Prabha stated that the slate was in third person for almost every candidate except for one and it needed to be edited for consistency. Larry stated we normally send out the list in the spring newsletter. If we need it to be announced in the Spring newsletter, we need to have the slate in to Larry by January 15 so that ballots can be mailed out. Ballots have been sent back by members with checks for membership. Rick said that Prabha has been suggested as a candidate, but he is Ex-Officio, so does this constitute a conflict of interest? It may well be because of his being editor of the journal. Rick moved that the current slate of candidates would be approved, with the exception of Betsy Rankin, whose membership is non-existent at the moment. Irasema seconded the motion and all agreed.

President-Elect's Report (Jack Hou):

Jack stated that we tell members that they can bring their own LED projectors, but emphasize that we do not troubleshoot. He wants to give them an incentive that the earlier section coordinators turn in their section set-ups, the better the times and rooms their particular section will get. We need to get more institutions involved in WSSA and get their support for our conferences. Jack has been talking to many institutions to get some faculty involved in panels and papers, with the institution providing coffee breaks. Two of our immediate 4 past presidents are from New Mexico State University. We visit Albuquerque most frequently but we need NMSU to become more involved in WSSA conferences, especially when they are local. He will try to get more from UNM to come as well. If Jack can get some results from UNM, he suggested giving a plaque to a friend of his for her help in getting more people to attend our conference in April 2009. There

was general discussion on how to get more members involved, especially those that are local. There was also discussion on technology borrowed from a local institution, but there is no clarification as to how we would manage that. Thus, this suggestion was scrapped. Kate stated we do need local student assistants. Kate makes it happen, she approves the students. If these students are bilingual, that gives them a leg up. They have to be students who can present themselves very well. Jack expects a lot of student papers this year. Kate also wants us to advertise student positions. We pay them \$35 for a half day, we pay their room (doubled-up), we let them work out their time availability, they stay a whole day – they get \$70, all meals paid. Kate will send out a list. She does them want them on site the day before the conference. The students can also present papers while getting paid by us. It's a real opportunity for students. If we can get local help, we will not have to pay for assistants' hotel stay. Phadrea wanted to mention another thing Jack is doing: he has gone out on his own to talk to universities locally. We have talked about more participation, especially local participation. Her question: What can we do, what can we do more strategically, to get local university conference participation? Rick said he spread out about many of the Colorado universities last year, looked up a Dean or someone he knew, sent them a letter asking for support and encouraging their faculty/student participation in the conference. We had some promises but Rick does not know how many came through for us. For the President-Elect, this could be listed in their timeline of duties. Larry said we also need a budget line for this sort of thing. It needs to be done throughout the year. Doug stated that AXIS has been performing site visitation for years and has gotten feedback. Conference services in the area need to be tapped and universities are willing to take care of some things for conferences. The university takes it on to work with scholarly organizations. Is there a connection with the organization in the area? There are areas where one has no connection. What do we do? We need to think about where we have active memberships. Vic says if we can develop the support in time, universities will have time to act. Gary stated that the university could set up a booth at the conference. Irasema also mentioned that the local PBS advertised the local conference. Phadrea said that the Mexican Consulate gave us good support in Denver as did the Canadian. We need to involve the consulates from border to border. Irasema also suggested contacting cultural centers. Phadrea wants more people to attend sessions. Barbara suggested someone to set up tours of an area. Phadrea wants us to look at a local university's commitment to us and we need to work on this strategy to get more support. Jack stated that it is somewhat outrageous that local universities (esp. Albuquerque local, since we are here so often) do not get involved in our conference. Leila stated that we needed to get involved with personal contacts. Jack stated that we should give some of these local universities recognition. Larry said we go to places where we do know someone. Doug said that interest plays a big role and if there is interest, then there will be better participation by locals. Phadrea suggested that we meet with some of the Reno officials so that we talk to them about WSSA coming to their state. Salt Lake City sent us a lot of information about their area. This helped quite a bit to draw more people into the conference. Tom stated that we invite administrators of universities to our meetings so that we can win support. But whose responsibility is this? The President's? President-Elect's? Larry stated that we needed to be doing this exceedingly well. Do we want to broaden it out or keep it narrow in the name of quality? Maybe just local areas, tourist and convention people, Chamber of Commerce. Maybe a

representative could be sent out to our conference, they could bring a poster that we put up. Phadrea suggested that locals meet us at our Sept. meetings, maybe for lunch. Larry stated that we should institutionalize this, that the President and President-Elect show up early to council meeting to get together with local university officials. Leila state that caucusing the April meeting with the next site would also be very good. Larry stated that if we could get UNM to sponsor a \$750 coffee break, and smaller colleges to add something, even just a little, it would help us. We need to get volume. Maybe we could offer a full page in a program, depending on the monetary donation. If they give us a \$100, this will get them a name in the program and gets us a connection. Phadrea said that the Council is here to help draw in these universities and that we need to realize what we are here for. This could be an action item for each person on the Council. Jack suggested we ask for more money from these universities or we will have a huge list of names for one coffee break. Maybe we could go for a slightly smaller number of sponsors. But Larry said we need to go for volume. We are not trying to make money, but instead, we want to give an idea that we are connected. Phadrea said that the Calgary page in the last conference guide was very impressive. Larry said that we just gradually build up the amount of contributions throughout time. Rick announced that \$1000 will come from his university toward a coffee break. Everyone applauded. Jack suggested that the President-Elect take over this responsibility of putting together the program with the contributors; however, often, the person who is on the slate for the next election is not at our meeting.

List of items under review (Phadrea):

1. Who is responsible for meeting with the local people and the local universities? The President-Elect, the President or both? Someone should make that contact with the local universities and the local area. Phadrea suggested that it be the responsibility of both. Tom reworded that both will be responsible for arriving early to the next Council meeting to meet with locals, both university and tourism (chamber of commerce, etc.) and this was his motion. Doug seconded. All were in favor. Chris stated that everyone help with getting connections of their own to the President and President-Elect. Phadrea suggested a friendly addition to the motion, that the Past President also assist with this endeavor. Larry stated that the President-Elect spends a great deal of time learning, then as President there is not as much at the conference. The Past President serves as a repository of past history and is a great help.
2. Caucus – to be discussed later.
3. Individuals approaching their institutions for support for coffee breaks, etc. Leila suggests that a person on the Executive Council oversee that the payments are made.

Meeting commenced at 1pm

2. Motion for the caucus (Tom): President would be responsible for organizing caucus, locals, etc for the next conference. Seconded by Rick. All were in favor.
3. Third motion (Leila): Leila suggested a coordinator and asst. coordinator. Phadrea asked if this would be a standing committee. Chris asked if it were possible to ask an

outgoing President if he could ask his institution for more funding for the next conference as outgoing President. Rick stated that this would have to be done well in advance. Gary asked what this individual/these individuals would do specifically. Jack said that the institutions would have to send in a photo ready piece and their check. Somehow this has to be supervised. The respective institutions will have to be notified well in advance of this. Larry said that the purpose of the amount of money is not relevant – the perception that we are connected is what is relevant. The money will also help offset the amount of printing programs. Doug asked if some of the institutions could collectively sponsor coffee and the answer was yes.

Leila's motion: The immediate Past President will be responsible for contacting members of the Executive Council concerning sponsorship and all other follow-up duties. (This will not be extended to anyone beyond this Council). Barbara seconded the motion. Everyone was in favor of the motion. For a full-page, the institutions have to pay \$200, nothing less because of paperwork involved.

#### **Financial Affairs Committee (Leila):**

Right now, there are two members on this committee. Does this need to be a 2 or 3 person committee? Maybe it needs to be staggered? Chris Brown offered to serve on this committee. Leila suggested that we review financials quarterly. Where most of the money goes out is February. We had a monthly review in our bylaws, so this may require a motion. Larry discussed Elsevier and the fact that a check for about \$40K is owed to us. He needs the financial affairs committee to suggest how to invest this check as the money market is too risky. Ours is currently a mixture of securities and bonds – it's a mutual fund. So we need to figure out how to invest this money.

Phadrea stated we needed to change the bylaws to quarterly financial statements as opposed to monthly. She also suggested that the head of financial affairs request the documentation from Larry. Larry said he would get the information to Leila in December as soon as the bank statement came in. Gary suggested a plan for the money – federally-insured accounts, not more risky market funds. Larry stated that if he had had the money all in a CD, we would have had security, but not as much money. Vic Heller, Leila Pratt and Chris Brown are the members of the finance committee.

Rick moved that we changed our guidelines as stated above to quarterly reports from the current monthly process. Barbara seconded. The committee will receive the quarterly statement in addition to the balance sheet. All approved.

#### **Journal Report (Prabha):**

Prabha explained how his report was set up. The first two issues are out (March, June) The third edition is now on line and available to view. The fourth one he has just finished editing. Online submission: stated on Prabha's report. Both current deputy editors have agreed to continue serving, but Chelsea Schelly has moved on to PhD work. The list of associate editors was trimmed and reduced to 18. There are 5 who will not be continuing and will rotate out. As a preface, Prabha stated that it is becoming increasingly difficult to find associate editors. He talked to at least 24 people and found that there

were many unwilling to serve as associate editors. He had received names from some Council members and others he has garnished from those who have done a few reviews over the years. Some of the 24 Prabha interviewed are excellent reviewers but have not wanted to move up to the associate level. There is time commitment involved. Prabha asks us to approve his slate of changes and to accept them for the next three years. This was seconded by Rick. Doug stated that we needed someone from the Pacific Northwest. If we are trying to reach out to Canadian and Mexican communities, then it might good to reach out to them. It would be good to have one Canadian and one Mexican reviewer on the committee. Phadrea stated that we needed to make sure that there is some sort of rotation policy so that we don't lose all of the editors at once. Rick stated that we already had that policy. Prabha stated that the current 18 on the slate are all new, that stability seems to be pretty set and he would like to keep them on for three years. Larry stated that we need to think about a successor to Prabha since his term is up in three years. That is not a long period of time. Usually we always replace 6 people as editors. Rick said that if we commit to this, we have to help Prabha out. We also want to help out those who are enthusiastic to serve as editors and we do not want to shut them out. Are there any set rules about how long a person can serve as editor. Leila reminded the Council that the new people coming in have to be members of WSSA. We adopted this slate of 18 editors at our council meeting 2 years ago. Larry asked: 1. How do we transition? Prabha asked 24 people and got 6 volunteers out of it. Is there enough work for 18 people? Could we do with a smaller number than 18? Prabha stated that the current group is a pretty good representation of different fields. Rick withdrew his motion. New motion: That we accept the slate of six as proposed by Prabha. Gary seconded. All approved.

Number of manuscripts: Picking up. Presidential addresses, etc. the acceptance rate is 25%. Acceptance rate should be about 24% . Prabha stated that he had a huge backlog of articles when he initially took over, but that should not occur any longer. Special issues kind of cause this to occur. Now Prabha sees that we have enough for a special issue. But before that issue comes out, it might be nice to see some of these special issue contributors form a panel and present their work. Prabha wants it all to go through peer review and all agreed that it should. Larry stated that some entities are suggesting these special issues. Doug would like to see these entities at our conference instead of their using our journal for their own venue. But Phadrea thinks they deserve to publish with us if they come up with an idea to do so. How about, "Yes, we are interested, but here are the parameters." Phadrea asked why we should sacrifice space in our journal for those who do not have anything to do with us otherwise?

Budget: CSU's Dean of Liberal Arts declined to support SSJ's budget in the manner in which in which it was accustomed.

Relations with Elsevier: very good. April: reported that we did not have a lot of submission. Regular mail submissions have declined. Those on line have been of lesser quality and have been rejected. It will make the rejection rate look very good. The impact factor is moving up. This has to do with the number of citations used in a 2-year period. These are easily manipulated.

As a close, Prabha stated that he has been disappointed with the number of people at the publishing section at the conference each year. He asked that we ask people to come to

the publishing sessions. In 2006 there were 45 people. But the past two years only 2-3 have shown up. It needs to be publicized more and put in a time slot that is convenient and desirable for those wanting to attend. This would be a great session for graduate students.

### **Book Review Editor's Report (Rich):**

Rick passed out a list of books recently reviewed and those in process of review. There is quite an increase in the numbers. But many reviews did not come in for the first and second journal volumes this year, but there are 4 in the next two editions. Rich said that he could send out a list of books available if we request it. Prabha said we could go up to 8 on the reviews per edition.

Rick said that if we have books that we really want reviewed, we need to send them to reliable reviewers. Rich said that this has not happened much.

The Social Science Library exhibited at the book exhibit last year and it was very popular. Larry stated that Kronenberg (runs Social Science Library) is not to contract out space to any vendors at tables we are paying for. We also need to contract University of Oklahoma, U of Nebraska, UNM and other presses so that we can get them to display with us. We need to know about how much space we need for each vendor. We were charging the \$105 for non-membership free and \$100 per table. We need to up the \$105 to \$150. Some places are charging \$1000 per table. Larry put this forth to the Council. Kate stated that it used to be per vendor and per representative. So Larry clarified it: \$150 PER vendor representative who is there. There are also vendors who do not have any representative and depend on us to set up for them. They should be charged \$500 plus \$100 per table. Books that are left over: Kronenberg scarfed some of them.

### **Newsletter (Phadrea):**

We need a taskmaster for the newsletter. It is too much "up in the air" every time it needs to get done. A permanent solution is needed. Larry stated that it is a 2-3 year task, not an every year sort of job. There needs to be a dedication for this. We need to fill 8 or 12 pages and the editor needs to know how many pages are needed. Fall newsletter: April 16 assignments are made. It needs to go out by Sept. 1 of any given year so that we can reminders out about our conference. If people make the commitment in Spring for the newsletter, they need to follow through. Larry said it is very effective because he gets the registration section of the newsletter with the registration fees – about 75% comes from the newsletter alone. There are also inquiries sent to Kate that come from those reading then newsletter. The failure of one person to get something in on time creates a huge crash of the whole project. Leila stated that someone would need to commit for the next three years. Maybe Kate? Larry stated that we needed to give it to someone who can commit to 3 years of devotion to the newsletter. Chris stated we should divorce ourselves from the formatting issue. Rick moved that we offer Kate Herke the position as Newsletter Editor at \$1000 per newsletter. Irasema seconded. All agreed and the motion carried. She will start as of today, Sept. 19, 2008. She now has a 3-year term.

Phadrea moved that we move the newsletter assignments to today. All agreed. All submissions will be due January 31, 2009.

President's Soapbox: Phadrea

Write up on Albuquerque: Rick

Feature Article (1000 words): Chris Brown and Irasema Coronado (collectively) Needs to be in before the Jan. 31 deadline so that we can determine space issues for the newsletter. Probably mid-December.

Coordinator's Corner (must be written by a section coordinator):

Call for Nominations (one paragraph): Past President will do this.

Update on Future Sites: Larry

Board/Council actions, policy changes: Cyndy

Journal or book reviews: Rich or Prabha can do something. Rich volunteered to do something on book reviewing and the publishing session.

(Larry stated that graphics, photos, are very good for the newsletter)

Conference overview: Jack

(Any articles that someone has waiting in the wings?)

Kudos, laurels, milestones corner? Suggested by Barbara and Kate.

Winners of paper competition need to be sent in for newsletter.

Newsletter should be mailed in mid-February. If there is not anything forthcoming by those assigned pieces, then a back-up will be used.

### **Update on Albuquerque Program:**

Phadrea asked Jack what has been done so far. Jack has gotten a strong response from UNM and is impressed by the involvement thus far. After Prabha's publication workshop, then there will be continuation of the workshop along with Jeff's workshop on resumes and jobs. Larry stated that the students were not engaging themselves at various venues, specifically at the reception afterwards – they ran to their respective corners. Phadrea thinks that a lunch might be best. Vic stated that we are getting into area of professional development and this is something grad students would be interested in as well as new faculty. We could offer lunch and see how many show up. Maybe a lunchbox? The students would have to RSVP. The Council decided to try it out and see how it went on Thursday of the conference.

Amount of lunch: \$10.00

Time: 11:45pm on Thursday (or noon)?

Kate will call it a Professional Development Lunch, preregistration required.

“Professional Development: Portfolio Development and Preparation for Tenure and Promotion.”

Agenda for rest of day:

Walk to Slate Street Café. Meet at 6:30 in the lobby.

Additional items to be discussed on Saturday, Sept. 20. Motion to continue on tomorrow.

Motion to adjourn: Phadrea. Chris seconded. Meeting adjourned at 3:40pm.

### **Continuation of Minutes, Sept. 20, 2008**

Meeting opened up at 9:00am.

Chris spoke to Jack about organization of papers and sessions. Jack wants to encourage section coordinators to turn in their sections early so that they can get the best time slots and rooms. Jack stated he would try to have each section in the same room to minimize movement. Larry spoke about the break out rooms – we have 22. The parlors are OK and in a pinch, sessions can be put there. The coffee break will be out in the foyer, so a large room is freed up. We can use the Sierra Vista room on the 19<sup>th</sup> floor as well. We need to gather around our program coordinator and support him so that we can avoid problems with “Problem Children,” i.e. section coordinators who want all and everything in 10 minutes. Chris reiterated that the conference is the WSSA’s survival. Larry also mentioned that we would have overnight security for equipment. Irasema will also involve Univision and the Mexican Consulate as part of her outreach initiative.

Phadrea asked if there were any other ways to reach out to locals in the Albuquerque area. Kate said that she got a lot of questions about what is going on every hour so that people who have a free space of time can visit a certain section. We can think about posters, etc to put up and advertise certain events during the day. Jack said maybe we should have an “at-a-glance” page that would show the days events on one page.

### **The role of the Executive Council members (Phadrea):**

What will the role of the members be in the spring? The role of the Council is to move WSSA forward. This is an active council and each council should have a legacy. We ought to figure that out so that we set up a set of legacies. Larry said that enthusiasm dies after a meeting and people should be calling with finished projects. It’s very complicated to put on such a big conference and we need to pass this success that our previous coordinators have had on to the next conference coordinator. We need to do what we say. We are discussing and not solving the same issues that they had in 1965, according to history Larry found. Everyone needs to be wearing nametags to identify himself/herself as a paid member or having paid registration. We are going to start

requiring nametags at all times at the conference. Larry wants this also stated in the hotel contracts so that people do not avail themselves of the amenities. Barbara asked Larry to identify big issues that keep revolving. Larry stated that there are a lot of no-shows, about 40-60 packets not picked up every year. No refunds are given to no-shows. This, however, causes us to overbuy food and undersell hotel rooms. Last year about 50 or so people were in the hotel and in the conference program, but not registered for WSSA. We have excellent section coordinators over the years, but we need to help those that are not really functioning as well – either help them out or help them out of the section coordinator position. Section coordinators should also not just cancel entire sections from the WSSA program (such as Canadian Studies cancelling completely out of Ft. Worth). There seems to be a lot of competitors with conferences and universities are cutting budgets. Chris asked if we could probably change our conference time of year, but there are other competitors at any other times we might choose. Earlier in the year means we conflict with other specialized conferences. We need 22-25 break out rooms but they will largely be empty during certain times of the day. But the schedule, such as the President's reception, has been rearranged. Irasema inquired as to the acceptance rate of papers at WSSA because of tenure requirements. Larry stated that such a requirement is part of an elitist attitude. The only way that this works is if papers are sent in complete 6-8 months in advance. Phadrea stated that some papers are rejected, but in general, this is a very accepting conference. Gary said that every year he comes across papers that do not fit. Larry said that the rejection rate is about 5-7%. Barbara stated that we are getting people who are just starting out, who need to meet other people who can tell them what the next step for their papers is, kind of like an incubator. Tom stated this is a rather unusual topic for a council meeting and we can serve as a real support for those going up for tenure. This is a real strength of this organization. A person going up for tenure can keep showing up and forge connections, get letters of recommendation, etc. to help them in their endeavor. Doug believes that council members can be given tasks to help the conference carry on. We need to perhaps undo that bit of culture, according to Larry. Prabha stated that the council does a lot of the work and ordinary members could carry some load, such as section review committees, etc. We could set up committees for ordinary members to take part in instead of relying on council members to do it all. Phadrea stated that we need to organize to improve on our strengths. We need to work on membership development, for example, to plan a meeting and discuss possible ideas. How can we involve more people in doing work for the WSSA? How do we involve students more in WSSA? Maybe if section coordinators write letters to junior faculty to put in their files. This could be the start of a culture. Maybe if students write good papers, then such letters could be written by council members, section coordinators, program coordinators, and really help out those who are trying to get jobs or tenure. These people would likely continue on with WSSA.

Phadrea suggested compensating Jack for coming out to represent us one day earlier. Chris moved that we move it up to \$100. Seconded by Leila. All were in favor.

Larry and Kate made a few rounds in the Albuquerque area to round up interest in the WSSA. Conference attendance vs. membership: Larry's focus has been more on attendance and not membership. He will make a proposal at the spring conference that we restructure our fees for certain things: journals, registration, etc. What held us back in the

past was that the journal charged us \$5 for every journal sent. So when people register for the conference, why don't we tell them that they are a member as well? He wants to play with this to see how it looks financially. It would also mean that we are not keeping two lists because everyone will be a member. Jack asked everyone to circulate conference information on their college list-servs. This will help to generate interest in attending the conference. **Action items: Splitting registration and membership will be discussed in a 45 minute-1hour session at our next council meeting.**

**Refining student paper competition:** Phadrea will forward Jeff's refinements on the student paper competition and Cyndy mentioned that we needed to speak about the fact that last year's paper winners were no-shows at the conference. We need to do something about this, such as notifying their deans or provosts to help out with funding for their attendance. We do pay for two nights at the hotel. Larry asked if discussed raising the amount of the award to up to \$2000. We had also changed the wording to "outstanding" from "best" paper. Reviewers will be Irasema, Jeff, Leila, Gary and Cyndy. We had also discussed earlier getting nominations from students' papers. Cyndy will add that papers need to be endorsed by sponsoring faculty member. We need to advertise the papers on the WSSA website and update the guidelines. Send all papers as Word file. Add a way to submit the paper electronically. This should be done by 2010. Send all to Kate. Send a copy to Phadrea with the details on the endorsing guidelines for all papers.

**Student Involvement:** We probably need a member who deals with this for 3 years on council to create consistency. Are we going to have an organized effort or just not work on student involvement? We are picking up people but we need more than that, according to Larry. Kate stated that maybe more people should involve students in the conference. This needs to be a consistent effort. Jeff had the original idea of the student workshop, professional development and such in order to attract students. We need to mix the students within panels because no one shows up to all-student sections. Chris stated that we should maybe broaden our charge and commit ourselves to taking this up to the next level in order to get students involved. Faculty supervisors should be bringing in their students and reporting their research. This could bolster the status of a research institution, according to Tom. Maybe we need to acknowledge students more, Phadrea said. Leila stated that graduate students were better targets because they will be going into the field but undergraduates are not necessarily doing so. What should the student involvement committee do? Phadrea agreed with Chris about having a group of people from the council who will take this up for this year and make a long-term commitment. What we used to do: Larry sent out postcards welcoming people who were not on previous membership lists. That went to them before the conference. Every student got this postcard with WSSA's welcome and a statement about how we could help them. Larry had support staff in his previous position but he no longer has that. Do we need to send postcards, thank you notes? Can anyone do this? Phadrea said it does not need to be that big, it just needs to be done. But what has the Student Involvement Committee done in order to work on student involvement. Apparently zilch. Jack stated that we had discussed writing letters to Deans and Provosts plus the professional development workshops.

**EDA Proposal (Rick):**

EDA would like us to be involved in grant proposal competitions. Rick was sent the proposal and he stated that we should drop it. It is just too much for this Council to work on. We are done with the EDA. Inaction – no proposal.

**AXIS (Larry):**

This will provide a different outlet, according to Larry. It would help to develop outlet organizations. We need to cross-advertise with other organizations. We are adding AXIS to our network and developing cross-relations with different groups. This will expand our ability to create connections. We can put ads for others on our website. Doug reiterated this point. We will put the announcement on our website for ACSUS. We can link back and forth (this needs to be done on the WSSA website). Doug encourages everyone to submit something for the ACSUS conference because it will be huge.

**Bubble sections (Tom):**

Sections that are underperforming should be looked at as opportunities where we can improve. Maybe we can help to rejuvenate some. Anthropology is one section that was never strong at WSSA due to the fact that a large anthropology conference occurs near the time of the WSSA conference. Can we suggest that some sections work with other sections with similar interests? Doug asked what determined “weak section?” Philosophy leadership if focused on 2 people – what happens if they decide to quit? (Larry) Human Communication is another example – this section does not seem able to communicate (ironically). Sections have 3 years to perform better. If they do not, we need to them to be informed by a letter from the President that they will be dropped if performance is not improved. This was moved by Doug and Irasema seconded the motion. We need to pass on our concern to Philosophy and others about their lack of sections. How about a friendly reminder to underperforming sections? Larry stated that Anthropology seems to be a natural fit for Sociology, so maybe papers proposed could be considered for that section. Phadrea will send a letter to Tony Parker concerning Anthropology. Do we retire the Anthropology section? Maybe suggest papers be referred to Sociology’s section coordinator?

Which sections could form roundtables? Every section would have a roundtable format. We need to voice our concerns about declining participation, small panels, small turnouts. Maybe consolidation. Phadrea will draft a letter to section coordinators stating how much WSSA appreciated their participation last year. Barbara said that maybe we should consider building some sort of survey, engage in some data collection. Some sort of feedback from the chairs would give us information. Kate mentioned that the way the registration is set up on line, it does not provide us information as to how new members heard about us. Larry bought space in the ACJS newsletter and suddenly had 30 people at

WSSA. If he could get information from specific groups each year, we could buy advertising space in specific journals.

Tom want to see if can identify possible future sections that may want to participate with WSSA. It might not be bad to have a session at a future conference and ask current members about upcoming fields. Maybe a newsletter feature? Existing sections can be incubators. Let's see if they have the critical mass to spin out. If we find an emerging discipline and these scholars want to expand.

Larry's observation: This Council meeting is not intended for us. There have been people not showing up to Council. The energy in this room is very positive and intense – more so than in the past 3 years or so. This is a different body of people.

Barbara: For future thought, maybe we could set up for 2 days instead of a day and a half.

Phadrea: What is the best way to communicate with the Council members? Call Phadrea or email her.

Best way to reach Kate: email. It does stick people in spam, however. We can call her and her number is on the NAU website.

Meeting adjourned at 12:05pm.