



AGENDA AND MINUTES
NASSS Board Meeting
San Diego, Wednesday, November 3, 2010 (1-5pm)

Present: Sammi King, Brenda Riemer, Callie Batts, Faye Wachs, Steve Jackson (ISSA), Nancy Spencer, Heather Sykes, Jay Johnson, Jason Laurendeau, Geneviève Rail, Amy Hribar, Parissa Safai, Sean Smith, Steph Mackay.

1. Call to Order

The meeting starts at 1:10pm. G. Rail reports on the lack of electrical power situation. Plans are made to deal with this.

2. Approval of the Agenda

The agenda is approved but it is agreed that item 9 pertaining to S. King will be dealt with immediately so that S. King may be excused from the meeting to take care of registration and other issues. Unanimous approval.

3. Report of the Conference Site Director (S. King)

S. King presents her 2010 Report. Reports on the 2009 Conference (Ottawa); makes a preliminary report on the 2010 Conference (San Diego); speaks of the future NASSS sites: Minneapolis (2011), New Orleans (2012), Quebec City (2013) and Portland (2014 -- Should have definite idea on Portland by December). She proposes to move to a 4-year rotating city format (East, West, Canada, USA) to diminish the costs and to have better locations. There is a cost to NASSS, because S. King has to travel to check out each location. It is suggested that we could have a wildcard city every 4-5 years. More work to be done by the conference committee on this. A Motion to thank S. King for all of her hard work is proposed. Unanimous.

4. Official Welcome

Welcome and introductions of the current board and the next board.

5. Approval of Minutes from 2009 Ottawa Business Meeting

Approval of the minutes of the November 7, 2009 NASSS Board meeting. Unanimous approval.

6. Business arising from the Minutes

None.

NEW BUSINESS

New Business from the President

7. Harjo/Blackhorse Case (Laurel Davis)

Laurel Davis document circulated. Case is still with lawyers. No new information.

8. Policy and procedures manual (Nancy Spencer)

Most recent version is the one on website. This will need to be updated annually.

9. ISSA-Associate Membership (Steve Jackson)

S. Jackson brings forward a proposal: NASSS members would automatically be associate members of ISSA, with limited privileges, but including newsletters and information. Board members accept the invitation but with a clause that public positions taken by ISSA do not involve NASSS members. Unanimous pass.

10. ALESDE and NASSS

Discussion about how to maintain and continue our relationship. Thanks to J. Coakley who will approach ALESDE members and verify the possibility of exchanging 5 free conference registration with ALESDE. J. Coakley will bring a recommendation.

11. Responsibility for the renewal and diversification of committees

Recommendation from the DCCC that we diversify, board, committees etc. Who is responsible? How are committees renewed? Is there a system for people to volunteer online? A. Hribar says no more paper signups that limited volunteers to those attending the conference. Should have a list to see and track who is on each committee. There should be a deadline for committee sign ups and a deadline for when committees would be set. Having policy and procedures manual online will help make this clear. All committees are set at 3. Need to be more clear about parameters of committees.

12. Code of practice

Will be discussed under item 22.

New Business from Standing Committees/Entities

13. Conference Program Committee (Gen Rail)

G. Rail says that special requests from presenters have to stop. We need a policy on this. Also need a policy regarding people who do multiple sessions: hard to plan around multiple roles. For future conferences, the structure of program needs to be put online quite early. If people can't present between Thursday and Saturday, then they probably should not present. This info should be included with call for sessions and abstracts.

14. Outstanding Student Paper Award Committee (Jay Johnson)

J. Johnson says that he has standardized the process. Feedback will be given to students annually. Graduate students will be allowed on the Committee. Awards are \$500 each (Master's, Ph.D.).

15. Distinguished Service Award Committee (Bob E. Rinehart)

B. Rinehart clarifies the wording of the award as well as the process.

16. Outstanding Book Award Committee (Parissa Safai)

P. Safai reports that there were 8 nominations, a unanimous decision for the winner, two honourable mentions presented in alphabetical order.

17. Outstanding SSJ Article Award Committee (Heather Sykes)

Three committee members and Heather all read all articles. No conflicts of interest. First round of rankings, top ranked from each volume, six selected. Then ranked again, then got to four. Ranked again. There is one winner and one honourable mention.

18. Finance Committee (Brenda Riemer)

B. Riemer mentions that rolling membership is not possible. She informs people of NASSS' non-profit status (meaning we can accept tax deductible donations). She provides an update on funds: \$49,000+ in bank now, a little more is left in there every year. CD is at \$29,000+ emergency funds, no penalty from early withdrawal. Not a great rate, but able to access funds. Increase of conference fees was useful.

19. Elections Committee (Dayna Daniels)

D. Daniels speaks of the transitions (President, President-Elect) as well as of the appointment of a new Nominations/Elections Chair. She proposes amendment to the bylaws to create election committee chair. September 2011 propose change to bylaws to create election chair position. Then we will need to vote on this at the 2011 business meeting.

20. Diversity and Conference Climate Committee (Othello Harris)

O. Harris sent his regrets. H. Sykes mentions that maybe we need a formal process to encourage diversity. What's the easiest structure to have diversity? Maybe we need the President to go to the DCCC meeting with a list, asking for suggestions. If not the President, perhaps a member of the board could attend the DCC. Need to go ahead with idea of visiting DCCC. N. Spencer mentions she has been attending and will continue and convey this.

21. Web Committee (Amy Hribar)

A. Hribar speaks of fraud with Reg on line (fraud occurred but it appears to be resolved). Also provide an update on website. Given the problems with our old service provider, we are going to a new service provider which will provide more freedom to do something different. It is good time for a discussion of what we would like to see on the website. What kind of functionality do we want? A. Hribar says that we need to make a decision about name and logo before it can really go up. Website can be up by December. How should Amy get the feed back from the board. It is suggested that she do a mock up of new site and then solicit feedback.

22. Graduate Students (Callie Batts and Steph Mackay)

S. Mackay speaks of feedback from grad students who wanted to see more communication, separate graduate newsletter, new student social events, etc. Better communication (Facebook page, newsletter). She speaks of events organized in San Diego (lunch, workshop, Thursday night). She speaks of the Code of practice; a final draft is circulating. H. Sykes provides feedback on a number of points. On point 2.3 (publications tied to the students thesis should have the advisor as second author, and student as first author): Heather points out that the policy almost reads like the advisor should be second author. Discussion around the fact that the second author must make a significant contribution to the research. An advisor only advises. A second author must contribute a significant piece of the analysis and writing. In another section, Heather points out that the rule is institution specific: thesis advisor

having the right to recuse himself or herself if he or she desires. Departments have their own rules. Decision is made to delete offending sentence. Does the board have to vote on code of practices? Could we vote on line during coming elections? Motion to amend document per suggestions and bring to membership with board's recommendation. Board recommends the code of practice to the membership. Unanimous pass. Thanks to S. Mackay and C. Batts.

23. Archivist (Nancy Spencer)

Proposal- to hire a student to assist in preserving and digitizing the archives. Decision to explore this possibility. N. Spencer mentions that the record of who has been on committees, themes, and locations can be put on line. Could we devote a couple of thousand a year to help with digitizing archives? Nancy has 12 boxes of stuff not totally organized. B. Remer reports that it probably could be done. P. Safai suggests there might be a student who is interested in doing it as a master's project.

24. Newsletter (Sean Smith)

Two motions: (1) Within the NASSS program, we should put in place a session where we share institutional memories, oral history, stories etc. Unanimous. (2) To investigate grants for archiving and have a student catalog boxes, develop a plan, and then after seeing plan we can allocate funds. Unanimous Pass

25. Adjournment

The meeting is adjourned and items that were not dealt with are transferred to the next Board meeting on Saturday, November 6, 2010.