DRAFT

NASPSPA Pre-Conference Executive Committee Meeting

Montreal, Canada

June 15, 2016

The following members were present at the Spring Pre-Conference Executive Committee (EC) meeting: President Jennifer Etnier, Past-President Gabriele Wulf, President-Elect Daniela Corbetta, Secretary-Treasurer Thomas Raedeke, Communication Director Quincy Almeida, Past-Presidents’ Liaison Maureen Weiss, and Student Representative Kara Palmer. Site Director, Penny McCullagh, was in attendance for the conference information. Also in afternoon attendance were Incoming President-Elect Steven Bray and Secretary-Treasurer Leah Robinson (via Skype).

The meeting was called to order by Etnier at 8 am.

1. The Fall Executive Committee Meeting (October 13, 2015) minutes were approved.
2. The agenda for the Pre-Conference Executive Committee Meeting was approved.
3. Conference Update (Wulf and McCullagh)
4. McCullagh opened a NASPSPA bank account for conference related income and expenses and will maintain the books on that account.
5. McCullagh reiterated that NASPSPA’s goal for the conference is to break even. Despite additional conference related expenses in recent years, the conference has reported an approximately $6300 annual dollar profit over the past 11 years. Raedeke noted that without the conference profit NASPSPA would have been in the red in a majority of the recent years.
6. This year the conference is anticipated to have a larger than normal profit given the unusually large number of conference attendees. Given that, an agenda item for the fall meeting might involve discussing fund usage associated with large conference registration.
7. The online registration deadline through Human Kinetics is June 1. After that, all registration related matters (late registrants, refunds…) go through McCullagh. This facilitates her organizing the conference information and also will enable her to have the conference bank account information updated by the end of the fiscal year (August 31).
8. For the 2017 conference, members should be encouraged to register early through information posted on the website and email communications. This will facilitate McCullagh’s ability to book extra rooms or find alternative housing options for members if need be.
9. The sales representative for Taylor & Francis (Routledge), a conference sponsor, was not able to attend the conference this year. Given that, the EC approved an $800 reduction in next year’s fee so their price would be $1000.
10. Given the current charge of $1800 for conference exhibitors, an agenda item for the fall meeting will be discuss whether NASPSPA wants to maintain the current fee structure.
11. This year, one person could not attend the conference due to medical reasons and requested to send a video of the presentation. The EC approved the request while noting that requests such as this should be granted in rare circumstances to avoid creating a precedent for such practice.
12. Currently NASPSPA does not have a one day registration conference registration in the spirit of (a) encouraging participants to stay for the entire conference and (b) including everything in one package price. An additional item for the fall meeting is to discuss whether NASPSPA wants to continue that practice.
13. McCullagh requested that she have the ability to make changes on the NASPSPA website for conference related issues (e.g., transportation, hotel information, and conference related issues unrelated to the program). She would contact the past-president prior to making modifications.
14. The 50th anniversary conference will be off-schedule with a Sunday start date (June 4-8). McCullagh and Etnier are working on strategies to make it commemorative with Etnier in charge of the scientific program and McCullagh the historical program. Rather than having Keynote speakers and Senior Lecturers, historical symposia for each program area are being planned.
15. McCullagh noted that NASPSPA is not attractive from a business standpoint to conference hotels. With that noted, McCullagh will travel to potential sites such as Charleston, Chattanooga, Providence to explore options for future conferences.
16. The EC thanked McCullagh for her efforts in behalf of NASPSPA.
17. Past President’s Report (Gaby)
18. Organizing the conference program is a time consuming challenge. This year, the EC approved $1000 for Kim Scott to help. This should be considered an on-going expense in future year budgets. Raedeke noted that the EC should explore whether this expense could be built into the contract with HK rather than through an individual to enhance stability.
19. The abstract book was not completed until shortly before the conference. In future year’s this should be done earlier.
20. HK’s submission form for abstracts is not capable of adequately handling special characters. A solution to this issue should be developed.
21. Secretary-Treasurer Report (Raedeke)
22. Current membership is a record high of 734 members, which is 228 higher than the prior past five year average. This year, we had 122 more Canadian and 52 European members compared to the previous year.
23. For the fiscal year ending in 2015, NASPSPA was in the red by $7,637.14. This amount would have been 19,266 without the Portland Conference profit.
24. For the current fiscal year, income from conference memberships was $44,910.00. This figure is nearly double from the previous year and reflects an increased membership fee and a higher number of members. Given that, membership income should exceed expenditures for the 2015-2016 fiscal year (excluding income/expenditures related to the conference).
25. By the end of the fiscal year, the EC noted that McCullagh will annually provide the secretary-treasurer any conference profit while maintaining a balance in the account to facilitate organization of the subsequent year conference.
26. Raedeke will create a document noting what account information is needed to for tax filing. Raedeke will work with McCullagh and develop guidelines as to what expenditures should come from the conference account which she manages and the membership account managed by the secretary-treasurer. This information will be included either in the Shadow Document or in a future document repository.
27. Raedeke explored other investment options for money market account funds. The opportunities were limited through Wells Fargo and thus the funds will be maintained in their current account for the time being.
28. Raedeke noted that the information on the Secretary-Treasures Duties be updated in the Policy Manual. For example, there are several references to maintaining NASPSPA’s laptop, but NASPSPA no longer has a laptop. Also, the guidelines note that the secretary-treasurer send letter to conference organizers detailing payment—in recent years the secretary-treasurer has not played a role in that as McCullagh has organized it. Other information should be included in this Appendix such as tax and non-profit organization status filing.
29. Etnier and the EC noted that a document repository for each of the EC roles would further facilitate the transfer of information from on EC member to the next. Etnier will explore possibilities for creating a document repository and work with EC members to develop it specific to their role.
30. Communication Director Report (Almeida)
31. Developing the newsletter takes more time than anticipated. Almeida will develop a timeline on steps for developing the newsletter to facilitate future Communication Director’s ability to stay on track.
32. Almeida will create a table, which will be placed in the policy manual, noting the timeline for newsletter development including when receipt of information is due from EC contributors (six weeks in advance), when materials will be sent to HK (one month prior to publication date), and when the newsletter will be published (Oct 15, Jan 15, and April 15).
33. NASPSPA members should be sent email reminders to submit abstracts given that the newsletter publication date is in close proximity to abstract submission due date. In sending emails, two sets of eyes should review all emails and emails should be attention grabbing.
34. The post-conference survey should also include information on how often NASPSPA members prefer email communications.
35. Student Representative Report (Palmer)
36. Registration for the Student-Faculty Luncheon was cut off at 50, oversold to 56, with 52 students actually registering. Ten faculty representing various stages of career development were invited to participate.
37. The student meeting will be at 6:30 on Friday followed by the student social. This year, it was not feasible to create a scavenger hunt. Instead, a bingo game format will be used as an ice-breaker to facilitate student interaction. In the future, the student representative might consider inviting EC members to attend the student social. Although the intent was to limit registration to 100, the cutoff off did not occur so 150 students registered.
38. The student Facebook page has approximately 100 members and worked well to facilitate room sharing as well as sending conference reminders for the student events.
39. For the outstanding student paper awards, it was clarified that award recipients will have conference registration fees waived and receive a $200 honorarium.
40. All nominees for the outstanding student paper award should receive a notification letter as well as feedback from the program chair regarding their application.
41. Past-Presidents’ Liaison Report (Weiss, Etnier, and Corbetta)
42. Weiss recapped the chronology and the process used in developing the memorial guidelines, which was started two years ago with much thanks from the EC for initiating this timely process. The EC approved adding one night of hotel expense coverage for the spouse/partner/significant other attending NASPSPA in event a memorial symposium is planned.
43. The intent of the Past Past-Presidents’ Lunch is to recognize contributions and solicit input on NASPSPA related issues. Weiss polled past-presidents with nearly all preferring this be an annual event (33 of 37 responded to the poll).
44. President-Elect Report (Daniela)
45. Corbetta reviewed potential modifications to the policy manual including a change to the online voting section (II. Procedures for approving policy, Article 8). Specifically, she recommended that we remove online voting and add wording to allow the executive committee to make decisions on behalf of NASPSPA when waiting to vote at the annual conference was not feasible.
46. The Policy Manual does not contain specific Appendix information on Duties for any of the Presidential roles and Presidents’ Liaison, The EC recommends that this information be included to facilitate transition for the EC members. In addition, the information for the other roles (communications director, secretary-treasurer, and conference coordinator) should be updated to remove outdated information and to add more specific information.
47. Welcome to New Officers (Etnier)
	1. Etnier welcomed the new officers after a lunch break.
	2. The new incoming officers include Steven Bray (President-Elect), Leah Robinson (Secretary-Treasurer), and Tayo Moss (Student Representative).
48. President Report (Etnier)
49. In terms of working with HK, the EC approved a $300 annual conference call service through HK. In addition, $1,000 should be allocated to assist with formatting the program schedule.
50. The EC decided to no longer print the abstract book due to limited member requests to receive it if archived abstracts are accessible to members. In light of that, Etnier will check on possibilities for member access to prior year abstracts and whether we can create a link to the past year abstracts on the NASPSPA website.
	1. Although the new website is improved, having one outside person in charge of making changes to it has created challenges. Etnier will explore the possibility of HK taking over website management. The EC should have the ability to make changes to use it using Word Press. The possibility of retaining the Jason Wozencroft’s service during the transition period as well as possibly maintaining a role as a consultant will be explored.
	2. For the Early Career Distinguished Scholar Award, Etnier noted that there is potential for confusion on the definition of early career as. Given that, Etnier and Corbetta will gather more information on defining what early means per current practice of other organizations and soliciting EC committee member feedback.
	3. Etnier noted further potential confusion on how to determine the number of years post PhD receipt for award eligibility. The EC approved modifications proposed by Etnier to the language for the Early Career Distinguished Scholar eligibility guidelines to reflect current practice. The EC approved the following language under eligibility in the policy manual: *Current members of NASPSPA who possess a distinguished early record of scholarship and who received the doctorate no more than eight years prior to the year of nomination. To help to clarify this latter criterion, the year of nomination is the calendar year in which the nomination is submitted. Hence, if you are being nominated in the calendar year 2016 (for receipt of the award in 2017), you must have received your doctorate no earlier than the calendar year 2009 (2016-2009+1=8 years). Eligibility may be extended in special circumstances with appropriate documentation submitted by the nominee to the President.* To further avoid ambiguity, Raedeke noted that the actual year post graduation be stated on the call for nominees.
	4. In addition, the following guidelines were recommended for the Policy manual in terms of the selection committee for the Early Career Distinguished Scholar Award: *1. anyone submitting a nomination or writing a letter of support for a candidate is disqualified from serving on the Selection Committee.2. No member of the Selection Committee may be from the same institution as a nominee, have been the doctoral advisor or advisee of a nominee, or have any other close association that could be interpreted to constitute a conflict of interest. 3. If either of the above two restrictions applies to the President (who serves as chair of the Selection Committee), he or she will refuse to exercise the right to vote in the selection. 4. Other letters of recommendation may be solicited as necessary by the President or the Selection Committee.*
	5. For the Distinguished Scholar Award, the requirement to include a curriculum vita as part of the nomination process was approved.
	6. The EC discussed whether NASPSPA should revise years of service for Selection Committee for the Distinguished Scholar Awards to three years. After discussion, it was decided to continue the two year commitment.
	7. After discussing pre-conference events, the EC confirmed that the President can decide whether to include such events at the annual conference. In addition, NASPSPA members can suggest ideas for preconference workshops. Future EC discussion might include (a) cost/benefits of having preconference workshops, (b) whether criteria for selection be developed, and (c) whether to include an honorarium for workshop presentation.
	8. Larry Brawley and Matt Pontifex evaluated membership records over the past five years and developed ideas on creating a committed membership. Two key findings are that 66% are members only in the years they attend the conference and 63% are members for only a single year. In light of that EC will be sent several reminders to renew their membership to help prevent individuals only renewing when they submit an abstract. In addition, emails will target past members who have not yet renewed. The EC also recommended a multiyear option (e.g., three years for $240 rather than $85 annually). In addition, XXXX will explore whether an annual automatic bank withdrawal can be implemented.
	9. Nominees for the Presidential role should be given samples of past position statements per current practice. In addition, they should be instructed to include information on their vision and/or one or two items that they would want to accomplish as an EC member when framing their candidate profile.
	10. Etnier will initiate the development of a repository of information for each EC member role to facilitate the transfer from one officer to the next. This will include information on the role responsibilities as well as document templates (e.g., sample letters, excel file templates…).
51. Etnier guided a walk-through of Business Meeting and Award Lunch with only Raedeke stumbling, twice.

With no other business noted, the meeting was adjourned by Etnier at 4:35.

Respectfully submitted by Thomas Raedeke, Secretary-Treasurer.