

February 3, 2017 EC meeting minutes

APPROVED – June 16, 2017

Minutes

National Communication Association
Executive Committee Meeting
February 3, 2017
Bethesda, Maryland

Participating in the meeting

Stephen J. Hartnett, President (presiding); Christina S. Beck, Immediate Past President; Ronald L. Jackson, First Vice President; Star Muir, Second Vice President; Mindy Fenske, Research Board Director; Bonnie Dow, Publications Board Director; Scott Myers, Educational Policies Board Director; Orlando L. Taylor, Finance Board Director; Ronald Shields, Finance Board Member (non-voting); Marnel Niles Goins, Finance Board Member (non-voting); Trevor Parry-Giles, Interim Executive Director (non-voting); *National Office Staff*: Mark Fernando, Chief Operating Officer; Wendy Fernando, Director of External Affairs and Publications; Kim Griffin, Chief Financial Officer; *Guest*: Paaige K. Turner, Executive Director-Select.

1. Call to order

President Hartnett called the meeting to order at 1:06 p.m. Eastern time.

2. Announcements, updates, and reports

President Hartnett drew the EC's attention to a number of routine reports provided in the written meeting materials and asked Mark Fernando to remind the EC of a number routine updates.

3. Consent agenda

The consent agenda included the following items: approval of the September 23, 2016 EC meeting minutes; approval of the November 9, 2016 EC meeting minutes; approval of the November 9 and 11, 2016 LA meeting minutes; approval of the December 7, 2016 LA report of ballot vote; approval of Emeritus memberships; approval of conflict of interest disclosures; and approval of the convention fees for 2017.

A motion was made by Dow to approve the consent agenda. Seconded by Beck. Discussion ensued. On the recommendation of the Finance Board, International B-tier onsite registration fee was amended to \$200 from \$202.50. With no objections, the motion carried unanimously.

4. Proposal for Solicitation and Use of Funds for Legacy Scholarship

Jackson submitted a proposal for the establishment of the NCA Legacy Scholarship. Jackson summarized the proposal and answered questions. Discussion ensued.

A motion was made by Muir. Seconded by Beck to create the NCA Legacy Scholarship as revised, with the Finance Board's recommendation for funding (provide a \$1,000 scholarship funded through the NCA operating budget until 2026; board designate \$25,000 of undesignated

investment funds under the name “NCA Legacy Scholarship Fund” to allow for the endowment to grow; allow additional funds be raised through the same means as other NCA endowments; begin utilizing the interest of the endowment to pay out the scholarship starting in 2027; no charge for the First Vice President’s planned Legacy Series or Poetry Slam), and name the NCA Awards Trustee Committee to serve as the trustee. Discussion ensued. Motion passed unanimously.

The group adjourned for a break at 2:40 p.m. and reconvened at 2:48 p.m.

5. Review of the Executive Director Evaluation Policy

The Executive Director Evaluation policy indicates that the procedures should be reviewed every five years or as needed to ensure accuracy and consistency. The last time the document was reviewed and updated was in 2012 and it is now due for a routine review.

A motion was made by Muir to edit the policy and add that the President should also contact the Executive Director’s Direct reports to solicit feedback about the performance of the ED during the review year. Seconded by Dow. Motion carried with one abstention.

6. Lactation Room Policy Review

In February 2015 the EC approved providing a lactation room for two years as an experiment to gather usage data. The EC was provided background and data from the past two years.

A motion was made by Beck to continue providing a lactation room until such time when it is not used, at which point the EC will review the policy. Seconded by Dow. Motion passed unanimously.

7. Adjournment

With no further business, the meeting was adjourned at 3:40 p.m. Eastern time.

Respectfully submitted,

Trevor Parry-Giles
Interim Executive Director