

# February 9, 2018 EC Meeting Minutes

**APPROVED**

## **Minutes**

National Communication Association  
Executive Committee Meeting  
February 9, 2018  
College Park, Maryland

Participating in the meeting:

Ronald Jackson, President (presiding); Star Muir, First Vice President; Kent Ono, Second Vice President; Stephen J. Hartnett, Immediate Past President; Justin Boren, Diversity Council; Donnie Dow, Publications Council Chair; Mindy Fenske, Research Council Chair; Marnel Niles Goins, Finance Committee Member; Trevor Parry-Giles, Interim Executive Director (non-voting); Ronald Shields, Finance Committee Chair; Shannon VanHorn, Teaching and Learning Council Chair; *National Office Staff*: Justin Danowski, Governance Manager; *Absent*: Raymie McKerrow, Finance Committee Member.

### **1. Call to Order**

President Jackson called the meeting to order at 1 p.m. Eastern time.

### **2. Announcements, Updates, and Reports**

Hartnett provided an update on Internationalization and partnership with China.

Jackson provided an update on the feedback of the 2017 convention in Dallas, Texas.

Muir provided an update on the upcoming convention in Salt Lake City, Utah.

Parry-Giles provided an update on the National Office and the existence of two vacancies in leadership.

*A motion was made by Muir to the fill the At-Large Committee on Committees vacancy with Janie Harden Fritz from Duquesne University. Seconded by Boren. The motion carried unanimously.*

*A motion was made by Hartnett to request a letter of intent and vita from any member of the Convention Committee who wishes to be appointed chair by the EC. Discussion ensued. Muir seconded. Motion carried. The vacancy will be filled at the June EC meeting.*

Parry-Giles brought to the attention of the EC a possible change in the EC meeting cycle. Discussion ensued. Proposal will be added to the June EC meeting.

Each member of the EC filled out their annual Conflict of Interest Policy and Disclosure Form.

### **3. Consent Agenda**

The consent agenda included the following items: approval of the September 15-16, 2017 EC meeting minutes; approval of the November 16, 2017 EC meeting minutes; approval of the November 16 and 19, 2017 Legislative Assembly Meeting Minutes; conflict of interest disclosure forms. *A motion was made by VanHorn to approve the consent agenda. Seconded by Hartnett.*

#### **4. Business Items.**

##### **a. Convention Fees for the 2018 convention in Salt Lake City, Utah**

- i. Parry-Giles provided a summary of proposed convention registration fees for 2018. Discussion ensued. *Motion was made by Muir to approve the 2018 convention see with the amendment that for combined book exhibits, non-profit publishers will be charged a combined fee of \$500 plus shipping costs. Discussion continued. Seconded by Ono. Motion carried.*

##### **b. Membership Policies**

- i. Parry-Giles provided a summary of the EC's responsibility to reaffirm or change the policy manual in accordance to the new Bylaws. Discussion ensued. Muir proposed to add as a member benefit "Exclusive members only access to the membership directory." Discussion continued. *Motion was made by Hartnett to approve the membership policies with amendment. Seconded by Muir. Motion carried.*

##### **c. Affiliate Memorandum of Understanding Review**

- i. Parry-Giles provided a summary of the MOU affiliate process. *A motion was made by Ono to approve the MOU with proposed changes. Seconded by Hartnett. Motion carried.*

##### **d. Proposal: Richard E. Vatz Persuasion as Agenda-Spin Award (First submitted to the EC at the September 15, 2017 EC meeting)**

- i. Parry-Giles and Hartnett provided an overview of the award and proposed revisions to the award. Discussion ensued. *Motion was made by Hartnett to reject proposed award. Seconded by Muir. Motion carried.*

##### **e. Discussion Item: NCA Election Policies**

- i. Parry-Giles provided a summary of the current policy on NCA's elections and campaigns. Discussion ensued.

##### **f. Discussion Item: NCA Sexual Misconduct Policies**

- i. Parry-Giles provided a summary of current sexual misconduct policies and asked the EC to consider NCA's ethical responsibilities at the Convention and National Office. Discussion ensued.

##### **g. NCA Policy Manual Revisions Regarding Finance and Funds**

- i. Shields provided an overview and recommendation from the independent auditor. Parry-Giles provided an overview and of proposed changes to the policy manual. Discussion ensued. *Motion was made by Hartnett to approve proposed changes. Seconded by Fenske. Motion carried.*

**h. Proposal: NCA Center for Community Collaboration and Change**

- i. Jackson provided an overview of the proposed Center. Discussion ensued. Jackson will take EC points of discussion back to appointed taskforce where the proposal can be resubmitted to the EC at the June meeting.

**5. Executive Session**

The Executive Committee appointed Dr. Trevor Parry-Giles as Executive Director.

**6. Adjournment**

With no further business, the meeting was adjourned.

Respectfully submitted,  
Trevor Parry-Giles  
Executive Director