FINAL

Minutes
National Communication Association
Executive Committee of the Legislative Assembly
In-person Meeting: St. Gregory Hotel, 2033 M St NW, Washington, DC 20036
August 1-2, 2025

Participating in the meeting:
Executive Committee Members: Jeanetta Sims, President; Tina Harris, First Vice President; Shaunak Sastry, Second Vice President; Marnel Niles Goins, Immediate Past President; Candice Thomas-Maddox, Finance Committee Chair/Treasurer; Kenneth Lachlan, Finance Committee Director; Michael Lechuga, Finance Committee Director; Julie-Ann Scott-Pollock, IDEA Council Chair; Laurie Lewis, Mentorship and Leadership Council Chair; John Sloop, Publications Council Chair; Benjamin Warner, Research Council Chair; Katherine Thweatt, Teaching and Learning Council Chair; Justin Danowski, Executive Director/Secretary (non-voting).

National Office Staff:
LaShawn Duckett, Convention and Meetings Director; Alexis Rice, Director of Communications and Membership; Joe Ritchie, Chief Financial Officer; Dane Claussen, Director of Research, Publications, and Professional Advancement; Monica Yang, Strategic Projects Associate; Jennifer Fletcher, Organizational Development Manager.

Friday, August 1, 2025

1. Call to Order

President Sims called the meeting to order at 9:03 A.M. Eastern.

2. Executive Director and Convention Updates
    a. Danowski provided updates on the virtual public program on September 12.
    b. Lewis introduced a new space for mentorship meetups at the Convention.
3. Consent Agenda
    a. *Motion was made to approve the consent agenda, including EC Minutes, and Affiliate Renewal Endorsement for Pi Kappa Delta. Seconded. Motion carried. 10 yes, 0 no, 0 abstained.*
4. Discussion on the Academic Taskforce and PSWG Reports
    a. Discussion ensued regarding the editing, design, and distribution of the Academic Freedom & Tenure Report. Agreement to release the full report with introductory and context statements, after light editing and graphic design.
    b. Discussion ensued regarding the findings and recommendations of the PSWG Report.

FINAL

The EC took a 10-minute break from 11:10 AM and returned at 11:20 AM.

5. Budget Overview
    a. Ritchie and Danowski presented an overview of the 2025 budget and current financial position. Discussion ensued.

The EC adjourned for lunch at 12:00 PM and resumed at 1:00 PM.

    b. Ritchie and Danowski presented the proposed budget for 2026, including the increase of membership dues and convention registration. Discussion ensued.
    c. Discussion ensued regarding the budget implications of the Taskforce and PSWG recommendations.
    d. Warner presented the Academic Freedom Fund Proposal. Discussion ensued. The EC asked Warner to provide more details on the grant process, timeline, and broadening the language of the grant criteria before voting on the approval of the proposal. The EC planned to return to the discussion in the Saturday meeting.

The EC took a 10-minute break at 2:50 PM and returned at 3:00 PM.

6. Double Executive Session-Annual Review
    a. The EC moved into a double executive session to review the Executive Director.

With no further business, the meeting was adjourned at 5:00 P.M. Eastern.

FINAL

Saturday, August 2, 2025

1. Call to Order

President Sims called the meeting to order at 8:55 A.M. Eastern.

2. Updates
    a. Thomas-Maddox provided an update on the investment structure portfolio and financial policies. Discussion ensued.
3. Action Items
    a. Communication Elevation Grant
        i. *A motion was made to approve the Communication Elevation Grant in the amount of $30,000 beginning in 2027, with funding alternating every other year to $15,000 starting in 2028. Motion carried. 11 yes, 0 no, 0 abstain.*
    b. Atla Conference Request for Funding
        i. *A motion was made to approve the funding of the biennial Alta Conference at $5,000 per year ($10,000 per conference). Motion failed. 0 yes, 11 no, 0 abstain.*
    c. Budget & Chief Diversity Officer (CDO) Line
        i. Discussion ensued regarding the job description and commitment to the CDO role. The EC agreed to have a dedicated follow-up process to discuss a formal decision in a future meeting.

4. The EC moved into an executive session
5. The EC moved into a double executive session to review the Executive Director.

With no further business, the meeting was adjourned at 10:10 AM Eastern.

Respectfully submitted,
Monica Yang
Strategic Projects Associate